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*Associated Students
of Eastern Washington University*

**ASEWU CONSTITUTION
AND BYLAWS**

Fall Quarter 2020

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ASEWU PREAMBLE AND ASEWU CONSTITUTION

Officially approved October 4, 2019 by the EWU Board of Trustees.

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*Associated Students
of Eastern Washington University*

ASEWU CONSTITUTION

*Approved by the general student population during the
ASEWU primary elections April 9-11, 2019.
Ratified by the ASEWU Council on April 18, 2019.
Approved by the EWU Board of Trustees on October 4, 2019.*

CONSTITUTION OF THE ASSOCIATED STUDENTS OF EASTERN WASHINGTON UNIVERSITY

Preamble

We the elected representatives of the Associated Students of Eastern Washington University (ASEWU) encourage the pursuit of higher education and enhanced student life on all Eastern Washington University (EWU) campuses.

We will:

- Ensure that all students are treated equally;
- Promote the expression of student opinions through formal and informal means; and
- Act as a liaison, building relationships with our faculty, staff, and administration as well as local, state, and federal representatives.

We commit ourselves to the students of EWU to act as a resource for student activism, provide students with leadership opportunities, and to be an informed, unified student voice.

Article I: Name, Definitions, and Membership

- I. The name of this organization shall be the “Associated Students of Eastern Washington University,” referred to herein as the “ASEWU.”
- II. When used in this constitution, the following terms shall mean:
 - A. “University” means Eastern Washington University and, collectively those responsible for its control and operation.
 - B. “Student” includes all persons enrolled in any course at the university.
 - C. “Instructor” means all persons hired by the university to conduct classroom activities. In certain situations, a person may be both “student” and “instructor.” Determination of status in a particular situation shall be determined by the pertinent facts.
 - D. “Legal compulsion” means a state or federal judicial or legislative order which requires some action by the person to whom it is directed.
 - E. “Organization” means a number of persons who have complied with the formal requirements of university recognition.
 - F. “Group” means members of the university community who have not yet complied with the formal requirements for becoming an organization.
 - G. “Student press” means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of a campus organization.
 - H. “Resident” is used to mean enrolled at the university.
 - I. “Full time” is used to mean twelve (12) credit hours or more for undergraduates and ten (10) credits hours for graduate students.
 - J. “Shall” is used in the imperative sense.
 - K. “May” is used in the permissive sense.
 - L. “Advice” is being involved in the decision making process.
 - M. “Consent” of the Council or other ASEWU body shall receive at least a majority vote from that body.
 - N. “Representative” is a member of the legislative branch of the student government.
 - O. “Expeditious” shall mean within ten (10) working days unless specifically stated otherwise, except in the case of the ASEWU Superior Court where “expeditious” will be considered as such if the court hears the case within fourteen (14) school days and renders a decision within three (3) school days.
 - P. “Recalled” means being removed from office.
 - Q. “Cumulative grade point average” shall be calculated based on the student’s grade point average of his/her entire higher education career.
 - R. All other terms have their natural meaning unless the context dictates otherwise.
- III. All students who are registered for one (1) credit hour or more and pay service and activity fees at Eastern Washington University shall be members of this organization for the period of time covered by the fee.

Article II: Council

- I. The legislative powers of the ASEWU shall be vested in the ASEWU Council and shall not be transferred.

- II. The purpose of the ASEWU Council is to receive and respond to student concerns. The ASEWU Council has the authority to create legislation that will enable them to perform their procedural duties. The ASEWU Council has the responsibility to inform and promote opportunities for student expression without violating the EWU Student Conduct Code or any local, state or federal laws.
- III. Membership
- A. The ASEWU Council shall consist of nine (9), elected ASEWU representatives, the ASEWU president, the ASEWU executive vice president, and the ASEWU finance vice president. The voting membership of the ASEWU Council shall consist of the ASEWU executive vice president and nine (9) ASEWU representatives. The executive vice president may only vote in the event of a tie.
 - B. No person shall hold more than one (1) elected position on the ASEWU Council or serve simultaneously on the ASEWU Superior Court.
 - C. The ASEWU president and the ASEWU finance vice president shall have all ASEWU Council membership rights except in the case of voting.
- IV. Meetings
- A. The ASEWU Council shall meet no less than six (6) times during each quarter (excluding summer quarter) and special meetings may be called by the ASEWU executive vice president by a simple majority of the ASEWU representatives or by a presentation of a petition to the ASEWU Council signed by five percent (5%) of the ASEWU.
 - B. For procedures not covered by the ASEWU Constitution, bylaws, and standing rules, the latest edition of *Robert's Rules of Order, Newly Revised*, shall govern.
 - C. All meetings shall be open to the public. A record shall be kept of the votes taken therein, and copies of the minutes shall be available to any member of the university community upon request.
 - 1. Quorum: The ASEWU Council meeting shall have quorum consisting of a majority of the ASEWU representatives.
 - 2. Proxy Voting: There shall be no proxy voting.
- V. Legislation
- All legislation shall include the name of the sponsor(s); date of introduction; committee referred to (if any); disposition and date of disposition; signature of the ASEWU executive vice president and the ASEWU president, or override of their veto by the ASEWU Council; and shall continue in effect until five (5) years from the last date of signature, an override, or until rescinded.
- VI. ASEWU Council Powers and Duties
- The ASEWU Council shall have the following policies and duties:
- A. The ASEWU Council shall enforce this constitution.
 - B. The ASEWU Council shall serve as the official representative of the ASEWU.
 - C. The ASEWU Council shall enact any and all legislation necessary to ensure that its policies are enforced.
 - D. The budgeting authority of the ASEWU Council shall be vested in the ASEWU Council and shall not be transferred.
 - 1. The budget shall include all funds, revenues, and reserves; shall be divided into programs, subprograms, and objects of expense and shall include supporting data; shall indicate as to each program, subprogram, or object of expense the actual expenditures of the preceding year; and

- shall include any proposed capital improvement program for the next six (6) fiscal years.
2. Regular budgets shall be those budgets adopted during spring quarter for the following fiscal year. Supplemental budgets shall be all other budget requests made throughout the year. Copies of the budgets shall be delivered to each member of the ASEWU Council and made available to any member of the university community upon request.
 3. Unless otherwise provided by the appropriate legislation, all unexpended and unencumbered appropriations in the current expense appropriation legislation shall lapse at the end of the fiscal year. An appropriation in the capital budget appropriation legislation shall lapse when the project has been completed or abandoned or when no expenditure or encumbrance has been made for three (3) years.
 4. Any expenditure in excess of an appropriation shall be null and void. Any responsible official, agent, or employee who makes an expenditure in excess of an appropriation shall be personally liable to anyone damaged by this action, provided the ASEWU Council permits the ASEWU to enter into contracts requiring the payment of funds from appropriation of subsequent fiscal years.
 5. The ASEWU Council shall publish an annual financial statement summarizing the regular ASEWU budget.
 6. The ASEWU Council may request an annual audit, provided it budgets for the same.
- E. By a two-thirds ($\frac{2}{3}$) vote of the ASEWU Council, the ASEWU Council may override a veto by the ASEWU president.
- F. The ASEWU Council shall be responsible for its own organization in the establishment and election of subcommittees and their membership. No ASEWU Council subcommittee having legislation referred to it shall have the authority to delay presentation to the full ASEWU Council for more than two (2) meetings without the permission of the sponsor.
- G. The ASEWU Council shall be responsible for the employment of those employees it deems necessary to assist the ASEWU Council in the exercise of their duties and powers, provided it budgets for the same. The appointment for such employment, presented by the ASEWU executive vice president, shall receive the advice and consent of the ASEWU Council.
- H. Committees: The ASEWU Council shall be responsible for student representation on all university committees, all councils of the academic senate and their subcommittees, and all ASEWU committees and their subcommittees.
1. Appointment to such committees, presented by the ASEWU president, shall receive the advice and consent of the ASEWU Council.
 2. Students appointed to these committees shall serve at the discretion of the ASEWU Council.
 3. All student appointments to these committees shall serve until the last day of spring quarter, unless otherwise specified in the individual committee.
 4. Committees or committee chairpersons shall submit to the ASEWU a report and/or a copy of all agendas and minutes, when available.
 5. The ASEWU Council shall publish an ASEWU committee report stating the membership, eligibility, purpose, and duties of all committees with student representation.

- I. Election returns: The ASEWU Council shall approve all of the ASEWU election returns and of the qualifications of its membership as prescribed in Article V of this constitution.
 - J. ASEWU representative or executive positions shall be declared vacant:
 - 1. When an ASEWU representative or executive misses three (3) full, regularly scheduled, consecutive meetings in one quarter, or a total of four (4) regularly scheduled meetings during a quarter. Exceptions may be made with the consent of a majority vote in Council.
 - 2. When an ASEWU representative violates academic qualifications as described in Article II, Section VIII of this constitution.
 - 3. When an ASEWU executive fails to fulfill an academic requirement as described in Article II, Section VIII of this constitution.
 - 4. Upon the incumbent's death, resignation, recall, or withdrawal from membership in ASEWU (excluding summer quarter).
 - 5. By declaration of nonperformance of duties stated in this constitution by the ASEWU Superior Court.
 - K. Speaker Pro Tem: The ASEWU Council shall elect an ASEWU representative member to the position of speaker pro tem at the first or second meeting of each quarter. The speaker pro tem shall serve one (1) quarter with any vacancies in the speaker pro tem's office being filled in the same manner as stated previously and shall serve for the balance of the unexpired term.
- VII. Salaries
- Elected and appointed members of the ASEWU shall be paid stipends and/or wages during their tenure determined on the following basis.
- A. The annual allocated budget proposed by the ASEWU finance vice president.
 - B. The annual allocated budget proposal approved by a two-thirds ($\frac{2}{3}$) vote of the ASEWU Council.
 - C. The annual allocated budget approved by the Services and Activities Fee Committee of the university.
 - D. Stipends and/or wages for all elected appointed members of the ASEWU shall only be decreased by the ASEWU Council with a unanimous vote of the voting membership.
 - E. Stipends and/or wages for all elected and appointed members of the ASEWU shall only be increased by the ASEWU Council with a unanimous vote of the voting membership or in cases to comply with Washington State and federal minimum wages laws.
- VIII. Academic Requirements for Council Representatives
- A. Candidates and/or applicants for a Council representative position shall have prior to taking office and maintain while in office at least a 2.5 cumulative grade point average at the university. In addition, candidates and/or applicants for a Council representative position shall have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to office.
 - B. During tenure in office, each representative of the ASEWU Council shall be a student of the university enrolled in six (6) credit hours and maintain a 2.5 cumulative grade point average at the university.
- IX. Terms
- A. The terms for the ASEWU Council shall be for one (1) year. Council members will take office the last day of school in spring quarter.

- B. All ASEWU Council appointments and cabinet members shall resign their positions at the end of the presidency for which they were appointed.
- X. Vacancies
- A. The positions of ASEWU Council members, ASEWU president, ASEWU executive vice president, ASEWU finance vice president shall become vacant upon the incumbent's death, resignation, recall, withdrawal from membership in ASEWU (excluding summer quarter for the ASEWU executive vice president, ASEWU finance vice president, and ASEWU Council members), or declaration of nonperformance of duties stated in the ASEWU Constitution by the ASEWU Superior Court.
 - B. In the case of a vacancy of an ASEWU Council position, the ASEWU president shall appoint a member of ASEWU to fill the vacant position with a three fourths ($\frac{3}{4}$) vote approval by the ASEWU Council. The appointee shall take office immediately upon approval of the ASEWU Council and shall serve with full authority and power for the remainder of the unexpired term.

Article III: Executive

- I. The executive powers of the ASEWU president, executive vice president and the finance vice president shall be vested in the ASEWU executives and may not be transferred.
- II. The purpose of the ASEWU executives is to act in a manner that is in the best interest of the ASEWU. The executives shall have the responsibility of enforcing approved ASEWU Council legislation, ASEWU Superior Court decisions and its cabinet.
- III. Membership
 - A. The ASEWU president, executive vice president, and finance vice president shall compose the ASEWU executive branch of student government.
 - B. The ASEWU executives shall be members of the ASEWU Council and shall have all the rights and responsibilities of an ASEWU representative (see Article II, Sections IV, V, and VI). However, the ASEWU president and finance vice president shall not have voting rights.
 - C. No ASEWU executive shall simultaneously hold an ASEWU representative position or seat on the ASEWU Superior Court.
- IV. ASEWU President
 - A. The ASEWU president, serving as an ASEWU Council member, shall act as the chief executive officer and representative spokesperson on behalf of the ASEWU Council.
 - B. The ASEWU president shall be responsible for executing ASEWU Council and judicial decisions.
 - C. The ASEWU president may veto any legislative bill, supplemental budget passed by the ASEWU Council within five (5) working days of passage, or any decisions that the ASEWU Council has voted upon regarding executive appointments.
 - D. The ASEWU president must sign or veto all legislation within five (5) working days of its passage.
 - E. The ASEWU president may create cabinet positions and appoint cabinet officers with the advice of the ASEWU Council. These cabinet members shall serve at the ASEWU president's discretion, provided that the budget can accommodate these roles and the expense has been approved. Should the ASEWU president leave office before expiration of term, these cabinet officers will serve for the remainder

of the quarter in which the president leaves office. At this time, the replacement for the position of ASEWU president may appoint/reappoint cabinet officers, with the advice and consent of the ASEWU Council.

- F. The ASEWU president shall make appointments in an expeditious manner with the advice and consent of the ASEWU Council.
 - G. The ASEWU president or his/her designee shall supervise all ASEWU elections and shall be responsible for validating all positions.
- V. ASEWU Executive Vice President
- A. The ASEWU executive vice president shall chair the ASEWU Council.
 - B. The ASEWU executive vice president shall prepare the agenda for and chair meetings of the ASEWU Council; shall call meetings of the ASEWU Council to order; shall prepare a schedule of all regular meetings for fall, winter, and spring quarters with the advice and consent of the ASEWU Council.
 - C. The ASEWU executive vice president shall appoint a Council clerk, with the advice and consent of the ASEWU Council.
 - D. The ASEWU executive vice president shall be responsible for all administrative matters of the ASEWU Council.
 - E. The ASEWU executive vice president shall have voting rights in Council for the purpose of breaking a tie between the representative members, when necessary.
 - F. The ASEWU executive vice president shall assume the duties of the ASEWU president during the president's absence or disability.
 - G. The ASEWU executive vice president shall assume other duties as delegated by the ASEWU president.
- VI. ASEWU Finance Vice President
- A. The ASEWU finance vice president shall be a member of the ASEWU Council.
 - B. ASEWU finance vice president shall be responsible for the management of all ASEWU money and properties.
 - C. ASEWU finance vice president shall supervise all expenditures of ASEWU funds.
 - D. ASEWU finance vice president shall be a voting member and chair the finance committee of the ASEWU Council.
 - E. ASEWU finance vice president shall present to the ASEWU Council a detailed financial statement each month summarizing ASEWU funds for that month.
 - F. ASEWU finance vice president shall publish an annual budget book summarizing the upcoming year's budget requests and recommendations as well as budget requests and the budgeted amounts for the past five (5) years.
 - G. ASEWU finance vice president shall assume other duties delegated by the ASEWU president.
- VII. Academic Requirements for an Executive Officer
- A. Candidates and/or applicants for an ASEWU executive officer position (ASEWU president, ASEWU executive vice president and ASEWU finance vice president) shall have prior to taking office and maintain while in office at least a 2.5 cumulative grade point average at the university. In addition, candidates and/or applicants for an executive position must have successfully completed a minimum of three (3) quarters as a full-time student at a higher education institution and must have successfully completed at least one (1) quarter as a full-time student at EWU immediately prior to the election and/or appointment to office.

- B. During tenure in office, each executive officer shall be enrolled in six (6) credit hours at the university and maintain a minimum 2.5 cumulative grade point average.

VIII. Terms

- A. The terms of the ASEWU president, executive vice president, and finance vice president shall be for one (1) year, taking office the last day of spring quarter.

IX. Vacancies

- A. In the case of a vacancy in the ASEWU president role, the ASEWU executive vice president shall assume the office of the ASEWU president to serve with full authority and power for the remainder of the unexpired term.
- B. In the case of vacancy in the ASEWU executive vice president role, the ASEWU speaker pro tem shall assume the office of the ASEWU executive vice president to serve with full authority and power for the remainder of the unexpired term. Should a speaker pro tem not be selected at the time, the senior ASEWU representative (time in office determined) shall serve. Should this scenario fail, then the lowest seated ASEWU representative (i.e. Position #1, then Position #2, etc.) will serve as the interim until a replacement for the executive vice president and speaker pro tem positions will be voted upon by the ASEWU Council. This action will be in accordance with Article II, Section VI, letter K of this constitution.
- C. In the case of a vacancy in the office of the ASEWU finance vice president, the ASEWU president shall appoint, with a three-fourths ($\frac{3}{4}$) vote approval by the ASEWU Council, an ASEWU member to assume the office of ASEWU finance vice president to serve with full authority and power for the remainder of the unexpired term.

Article IV: Judicial

- I. The judicial authority of the ASEWU shall be vested in the ASEWU Superior Court and any lesser court (i.e., ASEWU Election Board) as established by the ASEWU Council.

II. Purpose

The purpose of the ASEWU Superior Court shall be to examine questionable bylaws and constitutional amendments and ensure that the ASEWU Council does not violate the ASEWU Constitution, its bylaws, the EWU Student Code of Conduct, or any local, state or federal law.

III. Definitions

- A. A “recommendation,” given by the ASEWU Superior Court, is a decision that suggests a particular course of action to the ASEWU Council or one that offers advice.
- B. A “judgment,” made by the ASEWU Superior Court, is a decision that mandates or demands a particular course of action to the ASEWU Council.

IV. Duties

- A. The ASEWU Superior Court shall serve as a court of equity, the highest appellate court in the student government judicial system, and shall have full powers of judicial review.
- B. The ASEWU Superior Court may review and render decisions with regard to:

1. All proposed revisions of the ASEWU Constitution and its bylaws and make judgments or recommendations to the ASEWU Council,
 2. All proposed bylaws or amendments to the bylaws of the ASEWU and its committees and clubs and organizations and make judgments or recommendations to the ASEWU Council,
 3. Interpretations of the ASEWU Constitution, all governing bylaws and make judgments or recommendations to the ASEWU Council, and
 4. Performance of duties for ASEWU Council and executives.
- C. The ASEWU Superior Court shall have the authority to:
1. Determine if the actions or decisions of the ASEWU Council, committees or clubs and organizations are in violation of the ASEWU Constitution and/or the governing bylaws,
 2. Hear appeals from the election board and issue sanctions according to relevant bylaws established by the ASEWU Council, and the ASEWU Constitution, and
 3. Review twice annually the performance of ASEWU Council and executives.
- D. The ASEWU Superior Court, and any lesser court, shall hear all cases and render recommendations or judgments in an expeditious manner, except during summer quarter. All recommendations or judgments must be presented to the ASEWU Council in writing.

V. Procedure

- A. All proceedings of the judicial branch shall be recorded and all decisions shall be accompanied by a written opinion expressing the majority and may include dissenting or concurring opinions.
- B. A copy of all ASEWU Superior Court case records, decisions, and opinions shall be maintained by Student Rights and Responsibilities.
- C. All legislation or concerns given to the ASEWU Superior Court that falls under the ASEWU Superior Court's jurisdiction must originate from an ASEWU student, and/or club or organization, and/or the ASEWU Council.
- D. The procedures for submitting legislation to the ASEWU Superior Court for recommendation are as follows:
 1. The ASEWU Council shall give every Superior Court justice copies of proposed bills;
 2. The ASEWU Council may refer any legislation to the ASEWU Superior Court when the document involves interpretation of the ASEWU Constitution and/or its bylaws;
 3. The ASEWU Council may refer any legislation to the ASEWU Superior Court that involves amending or replacing the ASEWU Constitution and/or its bylaws.
- E. Procedures for submitting legislation to the ASEWU Superior Court for judgment:
 1. The ASEWU Council may refer any legislation to the ASEWU Superior Court when the document involves interpretation of the ASEWU Constitution and/or its bylaws;
 2. Legislation approved by the ASEWU Council or any ASEWU committee or club and organization may be submitted to the ASEWU Superior Court by any student who is not a member of the ASEWU Superior Court to verify that the legislation complies with all precedent documents.

VI. Limitations

- A. No member of the ASEWU Superior Court may initiate or endorse any action requesting review by the ASEWU Superior Court except in cases of the twice-annual performance review of ASEWU Council and executives.
- B. Any member of the ASEWU Superior Court who intends to endorse or participate in any ASEWU election campaigning must resign his/her judicial position by the first day of the quarter during which elections will be held. If this does not take place, the member in question or the candidate or ballot measure that the member endorses will be considered ineligible for that election.
- C. ASEWU Council members, executives, and any other paid staff member (who works directly for the ASEWU Council) may not simultaneously sit on the ASEWU Superior Court.
- D. The ASEWU Council may overturn a judgment of the ASEWU Superior Court with a unanimous vote of the voting membership of the ASEWU Council. This decision is final and cannot be reconsidered by the ASEWU Superior Court.

VII. Academic Requirements for Court Justices

- A. Each applicant for the justice position, and/or applicant for judge from lesser courts, shall be a university student enrolled in at least six (6) credit hours. Each applicant must have taken and completed at least six (6) credit hours at the university during the quarter immediately prior to the possible appointment (excluding summer quarter) and have a minimum 2.5 cumulative grade point average.
- B. During tenure in office, each justice of the ASEWU Superior Court, and/or judge from lesser courts, shall be a university student currently enrolled in at least six (6) credit hours. Each justice or judge must have prior to taking office a minimum 2.5 cumulative grade point average and must maintain this same minimum grade point average throughout his/her term.

VIII. Term of Office

Members of the ASEWU Superior Court and lesser courts shall serve until they resign, cease to be a member of ASEWU (excluding summer quarter), are elected as an ASEWU Council member, an ASEWU executive officer, ASEWU cabinet member, or until impeached and convicted for causes brought to the ASEWU Council and there tried. Removal will occur on conviction and a vote of three-fourths ($\frac{3}{4}$) of the ASEWU Council. Appeals may be made to the ASEWU Superior Court.

IX. Membership

The ASEWU Superior Court shall consist of four (4) justices who shall select from its members, one who shall serve as ASEWU chief justice with the others serving as associate justices. Selection shall occur at the next meeting following the resignation, removal, or abdication of the ASEWU Superior Court chief justice. Selection shall consist of open nominations, followed by a vote done to determine the new ASEWU Superior Court chief justice. Simple majority shall decide the winner.

X. ASEWU Chief Justice

- A. It shall be the duty of the ASEWU chief justice to preside as chairperson and chief officer at all meetings of the ASEWU Superior Court. The ASEWU chief justice may appoint, with the advice and consent of the ASEWU Superior Court, a court clerk and other assistants who may be beneficial to the functioning of the ASEWU Superior Court. Salaries may be granted and approved through the ASEWU Council budgeting process.

- B. In the absence of an ASEWU chief justice, the senior justice shall serve in the interim. If two (2) or more justices were appointed the same year, an internal vote shall occur to decide between the qualifying justices.
 - C. The ASEWU chief justice shall serve until they resign their position or cease to meet the terms of office of the ASEWU Superior Court.
- XI. Meeting Quorum
No court shall render an opinion, hear evidence, nor pass judgment in the absence of a quorum (simple majority of the court).
- XII. Appointment
Whenever there is a vacancy on the Superior Court, the ASEWU president, with the advice and consent of the ASEWU Council, shall appoint the members of the ASEWU Superior Court.

Article V: Elections

- I. Election Schedule for the Purpose of Electing ASEWU Government Members
The ASEWU general election shall be completed by the end of the first complete week of May.
- II. Qualifications for Office
- A. All candidates for the ASEWU Council shall have and maintain at least a two point five (2.5) cumulative grade point average at the university. (“Cumulative grade point average” shall be calculated based on the student’s grade point average of his/her entire higher education career.)
 - B. Graduate and undergraduate candidates must be enrolled in and complete six (6) credit hours the quarter prior to their election (excluding summer quarter).
 - C. Candidates for ASEWU president, ASEWU executive vice president, and ASEWU finance vice president shall have a minimum of three (3) quarters as a full time student at a higher education institution, which is to occur within three (3) years prior to the scheduled election, and at least one (1) quarter of attendance at the university immediately prior to the election of office.
- III. Filing
Only students who meet the qualifications for office will be listed on all election ballots.
- IV. Votes Cast
- A. All votes shall be cast by secret ballot.
 - B. Voting data, both electronic and paper media, shall be kept secured for six (6) months after the election.
 - C. For each election, eligible students shall be allowed to vote once.
- V. Inclement Weather
Should there be an occasion—such as due to weather conditions, natural disaster, or unsafe conditions on campus—which necessitates the closure of school, the election process will be postponed one (1) week.
- VI. Interpretation of Results
- A. The two (2) candidates who are qualified and received the highest number of votes for each office in the primary shall have their names entered on the final

election ballot. In the case of a tie for the second highest number of votes for that office, the candidates who are qualified shall have their names entered on the final election ballot. Write-in candidates shall have the option of removing their names from the ballot.

- B. In order to be elected into office, a candidate must receive a minimum of 40% of the vote.
- C. Should no candidate receive a plurality of at least forty (40%) percent in the final election, a run-off election shall be held one (1) week after the final election between the two (2) persons who are qualified and received the highest number of votes in the final election. Only ballots for those two (2) persons shall be counted. In the case of a tie for the second highest number of votes in the general election, those candidates who tied will be placed on the special election ballot.
- D. Should no candidate receive a plurality of a least forty (40%) percent in a run-off election, the ASEWU Council shall select the winner from between those entered on the run off election ballot with a two-thirds ($\frac{2}{3}$) majority vote of the ASEWU Council members at its next meeting.

VII. Special Elections

- A. A special election may be called by a three-fourths ($\frac{3}{4}$) vote of the ASEWU Council.
- B. Special elections will follow the same rules as that of the primary and general elections proceedings.

Article VI: Campus Organizations

- I. Organizations and groups may be established within the university for any legal purpose. Affiliation with an extramural organization (any organization located outside of Eastern Washington University) shall not, in itself, disqualify the university branch or chapter from university privileges. Any organization that engages in illegal activities may have sanctions imposed against it including withdrawal of university recognition for a period not exceeding one (1) year.
- II. A group shall become an organization when they meet the following criteria of an EWU student organization:
 - A. Submit a list of officers, their current addresses, and a copy of their respective constitution and bylaws.
 - B. If there is affiliation with an extramural organization, that organization's constitution and bylaws shall be filed with the appropriate university official or body. All amendments shall be submitted within a reasonable time after they become effective.
 - C. All sources of outside funds will also be disclosed.
- III. Membership in all university related organizations, within the limits of their facilities, shall be open to any member of the university community who is willing to subscribe to the stated aims and meet the stated obligations of the organization.
- IV. University facilities shall be assigned to organizations, groups, and individuals within the university community for regular business meetings, for social programs and for programs open to the public provided:
 - A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.

- B. Preference may be given to programs designed for audiences consisting primarily of members of the university community.
 - C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group, or individual.
 - D. The university may delegate the assignment function to an administrative official or student committee or organization.
 - E. Charges may be imposed for any unusual costs for use the facilities.
 - F. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
 - G. The individual, group, or organization requesting space must inform the university of the names of outside speakers and indicated subject.
- V. No individual, group, or organization may use the university name or identity/marks without the express authorization of the university. University approval or disapproval of any policy may not be stated or implied by any individual, group, or organization.
 - VI. Issues dealing with student publications, privacy, and records shall be governed under the most current EWU Student Conduct Code.

Article VII: Rescind, Recall, Initiative, Referendum, and Inspection of Records

- I. Upon receiving a petition signed by at least ten percent (10%) of the members of the ASEWU, any act of any official, committee, or organization existing under the ASEWU may be rescinded or amended as described in section V of this article.

For a petition to be valid, it shall include the following information: the text of the petition which shall be a concise statement of the action sought by petitioners; numbered lines for signatures with space provided beside each signature for the student's printed name, student identification number, address of the signer, and date of signature. Each signature shall be executed in ink and may only sign one (1) of these petitions.
- II. Upon receiving a petition signed by a least ten percent (10%) of the members of ASEWU, any ASEWU Council member may be recalled as described in section V of this article.
- III. Upon receiving a petition signed by a least ten percent (10%) of the members of ASEWU, the ASEWU Council shall provide for an initiative as described in sections V and VI of this article.
- IV. The ASEWU Council shall provide for a referendum vote whenever a majority of the legislators approve the presentation of such as described in sections V and VI of this article.
- V.
 - A. The ASEWU Council must be provided with the complete and certified petition at least two (2) weeks prior to the date of rescinding, recall, new initiative, and/or referendum consideration. This action must be completed prior to a primary, general and/or special election.
 - B. The statement of the action sought by petitioners shall be submitted to the members of the ASEWU at the next regular election or at a special election called earlier by the ASEWU Council for that purpose.

- C. The statement of the action sought by petitioners shall be adopted if a simple majority of the ASEWU Council votes in favor, whereupon the measure shall become effective immediately.
- VI. Any initiative or referendum shall be binding upon the ASEWU and its officials, committees, and organizations.
- VII. All official documents shall be open for public inspection except for executive session and deliberation minutes and notes.

Article VIII: Amendments

- I. The ASEWU Constitution may be amended by two-thirds ($\frac{2}{3}$) vote of those voting on the proposed modification at any regular election, provided that ten percent (10%) of the members of ASEWU vote in that election. If adopted, it shall become effective upon approval, as prescribed under the Administrative Procedures Act Hearing Rules, by the Board of Trustees of Eastern Washington University.
- II. Proposed constitutional amendments shall be presented to the members of the ASEWU for approval upon the request of at least two-thirds ($\frac{2}{3}$) of the voting members of the ASEWU Council or upon petition of at least ten percent (10%) of the ASEWU.
- III. The ASEWU bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the voting members of the ASEWU Council provided that written notice of such an amendment has been given at the previous meeting.
- IV. Approved ASEWU constitutional amendments shall be incorporated into the article, section, and clause of the constitution to which they refer.

Article IX: Dissolution

The Associated Students of Eastern Washington University may be dissolved provided that at least twenty percent (20%) of the members of the ASEWU vote in an election and said membership agree to dissolve the organization by two-thirds ($\frac{2}{3}$) vote. Upon agreement by the student population and the ratification by the ASEWU Council, the matter will be presented to the current Eastern Washington University Board of Trustees for their vote on the matter.

Upon the dissolution or termination of the ASEWU, all remaining assets of the ASEWU after payment of all its debts, obligations and necessary final expenses or after the adequate provision thereof, shall be distributed to the same tax rated campus organizations (which have similar purposes to those of the ASEWU) determined by the current EWU Board of Trustees.



*Associated Students
of Eastern Washington University*

ASEWU BYLAWS

**Bylaws reflect changes made during
spring quarter 2020.**

Bylaw: 2017-18/101
Disposition: Passed
Date of Disposition: April 19, 2018
Date Introduced: April 17, 2018

An act relating to formatting and proposing legislation.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of this bylaw is to provide consistency and continuity in the manner in which proposed legislation is formatted and presented to Council.

SECTION 2: Format

All ASEWU legislation (current or proposed) shall be in the following format:

- A. Page setup.
 1. Top, bottom, right, and left margins shall be set at 1".
 2. Gutter shall be set at 0".
- B. Fonts
 1. The font size shall be point 11.
 2. The font style shall be Bookman Old Style.
- C. Headers
 1. The header on the first page shall be 2.5" from the left margin and shall be in the form as above.
 2. The header and the first lines of the legislation shall be separated by a double space.
 3. Header page numbering.
 - a. The header on the subsequent pages shall be formatted to print 0.5" from the top and centered on the page.
 - b. It shall state the bylaw, continued, and page number as in this bylaw.
 - c. The font shall be Bookman Old Style size 11.
- D. Beginning of legislation.
 1. The first line of the legislation shall read "An act (relating to or establishing) (subject of relation or establishment)." This line shall be as specific and brief as possible.
 2. The second line of the legislation shall read, "Be it enacted by the ASEWU Council that:"
- E. Body of the legislation
 1. The legislation shall be separated into the appropriate number of sections.
 2. The word "SECTION" shall be in capital letters and bolded with a double space separating it from the previous item.
 3. The subject of the section shall be in proper noun format and bolded as well.
 4. Each entry under the section heading shall be in outline (alphanumeric) and single space format when listing such as in this section.
 5. This line shall be 0.75" (an addition of 0.25") from the left margin.

- a. This line shall be 1" (another addition of 0.25") from the left margin.
 - 1) This line shall be 1.25" from the left margin
 - 2) Each subsequent level shall continue the 0.25" addition to the margin.
6. Paragraphs within each section shall be 0.5" from the left margin and shall not contain an indentation. Each paragraph within a section shall be separated from the previous paragraph by a double space. Each line within a paragraph shall be single-spaced.
7. The last section shall list the legislation being rescinded and shall appear as in this bylaw.
- F. The legislation shall state the sponsor(s) and the committee referral exactly as it appears in this bylaw.
- G. The legislation shall end with three authority lines with signature and date signed:
 1. ASEWU executive vice president;
 2. ASEWU president; and
 3. ASEWU speaker pro tem (veto override)These lines shall be of the same length and vertically aligned as it appears in this bylaw.

SECTION 3: Numerical Assignment

The ASEWU Speaker Pro Tem shall assign a number to all legislation. The first portion of the number shall be the current academic year. The second portion of the number shall be assigned a three (3)-digit number corresponding to its relation in the following areas:

- A. Student Government: 100
- B. Elections: 200
- C. Associated Students' Committees: 300
- D. Organizations and Finances: 400
- E. Standing Committees of the ASEWU Council: 500
- F. Associated Students' Activities: 600
- G. Superior Court: 700
- H. Special Designations: 800

If a bylaw of the current academic year is being amended, a letter designation will be appended to the number. For example, during the 2017-18 academic year, Bylaw 2017-18/101 is being amended. The new bylaw would be appended with an "A" to make it 2017-18/101A. Each subsequent amendment will be reflected by an addition of "B," "C," etc.

SECTION 4: Procedure

All proposed bills must be submitted to the Review and Proposal Committee prior to coming before the ASEWU Council for a vote. The Review and Proposal Committee shall correct the proposed legislation for conformity in style, format, and consistency with other bylaws and the ASEWU Constitution.

Recommendations of content changes will be given to the sponsor of the legislation who shall choose to act or not to act upon the recommendations.

All proposed bills must be provided in writing to all ASEWU Council representatives, organizations and programs that are impacted by said bill, forty-eight (48) hours prior to the ASEWU Council meeting that the bill will be discussed.

The bill may be approved by a two thirds ($\frac{2}{3}$) majority vote of the ASEWU Council provided that the bill's disposition is at second reading.

The bill may be approved on the date it is introduced by a unanimous vote of the ASEWU Council, provided that it is submitted to all Council members twenty-four (24) hours prior to the meeting. The intention to pass the bill must be clearly understood by all ASEWU Council members.

Approved legislation shall be enacted as a bylaw and shall rescind the previous bylaw, if any.

Bylaws may also be amended by the student body following the regulations for constitutional amendments according to Article VIII, Amendments of the ASEWU Constitution.

SECTION 5: Enactment

All legislation upon approval by the ASEWU Council shall be forwarded by the speaker pro tem to the executive vice president within one (1) working day of approval. The legislation shall be signed by the ASEWU executive vice president and sent to the ASEWU president for their signature or veto within three (3) working days of approval. The ASEWU President must sign or label "vetoed" on the designated presidential signature line, all legislation within five (5) working days of its approval.

If the legislation is vetoed, the veto may be overridden with a two-thirds ($\frac{2}{3}$) vote of the ASEWU Council. In the event of a veto, the legislation will appear under "New Business" at the next regularly scheduled ASEWU Council meeting for a veto override vote. If the veto is overridden the speaker pro tem must sign the legislation within three (3) working days. Once legislation becomes effective, it will be deemed a bylaw. The bylaw shall continue in effect in accordance to Article II: Section V, Legislation of the ASEWU Constitution.

SECTION 6: Responsibility of Bylaws

It is the responsibility of the speaker pro tem to update the official copies of ASEWU Bylaws, which are kept by them, and by request, distribute these changes to any member of the ASEWU. All official copies of the ASEWU Constitution and bylaws shall be updated on a quarterly basis. These copies shall be duplexed when the bylaw exceeds one page in length.

Further responsibilities include making the required changes to the master computer files of the ASEWU Bylaws and providing the updated files to the ASEWU program support supervisor for keeping as a backup source.

All current ASEWU Bylaws, rescinded bylaws and the ASEWU Constitution shall be stored on a specified hard drive to insure consistency. Back-up copies

may be stored on removable storage devices, but must be updated when any bylaw is changed.

It is the responsibility of each member of Council to propose changes to the ASEWU Bylaws as necessary and direct a new legislation with these changes to the Review and Proposal Committee and Council, as specified in Section 3 above.

SECTION 7: Availability

A copy of the ASEWU Constitution and Bylaws shall be available upon request to any person wishing to peruse them.

SECTION 8: Rescinded.


Bylaw 2009-10/101 is hereby rescinded

SPONSOR: Raul Sanchez and Sarahi Gutierrez

COMMITTEE REFERRAL: Review and Proposal

 4/24/18

ASEWU Executive Vice President Date

 4/24/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/102</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to meetings of the ASEWU Council.
Be it enacted by the ASEWU Council that:

SECTION 1: Schedule

The ASEWU Council shall establish a schedule of regular meetings of the ASEWU Council. Said schedule shall provide for no fewer than six (6) meetings in each academic quarter (excluding summer quarter). Said schedule shall be determined and established on a quarterly basis during the last regularly scheduled meeting of the ASEWU Council of each quarter. A schedule does not have to be established during spring for fall quarter because of the transition between the ASEWU Councils.

Changes to the meeting schedule may be made by a majority vote of the ASEWU Council.

SECTION 2: Special Sessions

Special sessions of the ASEWU Council shall only be scheduled as per Article II, Section IV of the ASEWU Constitution.

SECTION 3: Rules Regarding the Chair

If the ASEWU speaker pro tem or any other full voting member of the ASEWU Council is acting as the chair, they shall retain their right to vote.

SECTION 4: Action

No official action shall be taken during any meeting of the ASEWU Council without the presence of a quorum. Quorum shall consist of a simple majority of the ASEWU Council, as per Article II, Section IV of the ASEWU Constitution.

SECTION 5: Notification

All meetings of the ASEWU Council shall be publicized at least twenty-four (24) hours before said meeting convenes.

SECTION 6: Executive Session

The ASEWU Council shall convene in an executive session in accordance with RCW 42.30.110.

SECTION 7: Rescinded


Bylaw 2012-13/102 is hereby rescinded.

SPONSOR: Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/103A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

An act relating to the duties of the ASEWU president.
 Be it enacted by the ASEWU Council that:

SECTION 1: Constitution

The ASEWU president shall be responsible for all duties as per Article III, Section IV in the ASEWU Constitution.

SECTION 2: Meeting Attendance and Responsibilities

- A. The ASEWU president shall attend all regularly scheduled meetings of the following.
 - 1. The ASEWU Council (including weekly Council meetings, work sessions and executive meetings).
 - 2. The Board of Trustees of Eastern Washington University.
 - 3. The University President's Cabinet.
 - 4. Washington Student Association (WSA) General Assembly meetings.
 - 5. University Recreation Center Governance Board.
 - 6. The EWU Foundation Board or send an ASEWU designee—preferably an ASEWU executive member.
- B. Meet and/or communicate monthly with the dean of students or designee.
- C. Meet monthly with the director of Student Activities, Involvement, and Leadership (SAIL) or designee.
- D. Meet with the student member of the EWU Board of Trustees prior to every scheduled EWU Board of Trustees meeting.
- E. Communicate biweekly with the ASEWU academic affairs representative following meetings of the Faculty Senate.
- F. Approve for appointment ASEWU members to university committees.
- G. Ensure that ASEWU cabinet meetings are scheduled monthly during the academic year and attend all ASEWU cabinet meetings.
- H. Meet one-on-one with each ASEWU cabinet member on a monthly basis.
- I. Attend all university homecoming committee meetings during regular working terms.
- J. Ensure that reports required by the Secretary of State for the state of Washington are filed on an annual basis for the purpose of maintaining the incorporation of ASEWU as outlined in the current Bylaw 111.
- K. Meet biweekly with the ASEWU Superior Court chief justice to receive assistance, review requirements as outlined in the ASEWU Constitution and Bylaws and ensure that the ASEWU cabinet members are complying with requirements outlined in the ASEWU Constitution and Bylaws.
- L. Collaborate with the chief justice to collect necessary documentation to conduct the twice-annual performance evaluations of each associate justice as outlined in Bylaw 108 and schedule the evaluations with the necessary members.
- M. Monitor the contributions and ensure the promotion of the ASEWU Endowment Scholarship as outlined in Bylaw 801.

SECTION 3: Office Hours

The ASEWU president shall establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and an average of nineteen (19) hours per week during the defined summer term (per bylaw 112).

- A. At least ten (10) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office; between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office and/or between the hours of 8:00 a.m. and 8:00 p.m. Hours in the Student Organization suite shall be approved by a majority vote of the ASEWU Superior Court.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and six (6) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding the summer term).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU president is expected to maintain and document their hours during the summer term per bylaw 112.
- F. The ASEWU president shall be required to hold four (4) office hours at the EWU Spokane Campus per quarter (excluding summer term). These office hours may take place in the form of tabling sessions.
- G. They shall attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer term) that the president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.

Exceptions shall be permitted as per Section 7 of this act and during such times that university business requires presence elsewhere.

SECTION 4: Reports

A biweekly activity report shall be submitted by the ASEWU president by 5:00 p.m. every other Friday during the academic year to the ASEWU executive vice president, chief justice, advisor for ASEWU, and the Council clerk. This report shall include the following.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be presented by the ASEWU president at each regularly scheduled meeting of the ASEWU Council. Said report shall include the following.

- A. Briefly describe progress on projects.
- B. Reveal any issues of ASEWU Council concern and any recommendations.
- C. Provide any other information, comments, etc. pertinent to ASEWU and/or special projects.
- D. Reveal progress of the legislative issues/concerns pertinent to the ASEWU legislative agenda and the Washington Student Association (WSA) state board agenda.

The ASEWU president shall submit a monthly written summation of their activities for the past month for inclusion in the meeting's agenda packet on the last regularly scheduled ASEWU Council meeting of each month. A copy of the written report shall be submitted to all members of ASEWU Council, executives, Court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays.

SECTION 5: Permanent Files

The ASEWU president shall maintain a permanent running file pertinent to their position. Said file shall fulfill the following requirements.

- A. Be the property of the ASEWU.
- B. Be organized and contain an accurate record of all resources and activities pertinent to said position.
- C. Be used in the transition between administrations.

SECTION 6: Duties Involving Cabinet

It is the responsibility of the ASEWU president to provide the Superior Court chief justice with a written appraisal of all members of the ASEWU cabinet's performances to date three (3) business days prior to the twice-annual performance evaluations.

SECTION 7: Exceptions

Absences by the ASEWU president shall be presented at the next ASEWU Council meeting following the absence.

Excused exceptions to the performance of duties by the ASEWU president may be permitted under the following conditions.

- A. Illness of said president.
- B. Campus closure.
- C. Family or personal emergency.
- D. Regularly scheduled classes.
- E. Any other reason deemed excusable by consensus of the ASEWU Council.

In the event that any of the above reasons interfere with the ASEWU president's performance of duties, they shall notify the ASEWU executive vice president of the situation as soon as possible directly or indirectly in written form.

SECTION 8: Duty Performance

The ASEWU president shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

SECTION 9: Rescinded

Bylaw 2019-20/103 is hereby rescinded.

SPONSOR: Brian Moore

COMMITTEE REFERRAL: Review and Proposal

 6/2/2020
ASEWU Executive Vice President Date

 6-2-2020
ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/104A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

An act relating to the duties of the ASEWU executive vice president.
Be it enacted by the ASEWU Council that:

SECTION 1: Constitution

The ASEWU executive vice president shall be responsible for all duties as per Article III, Section V of the ASEWU Constitution.

SECTION 2: Meeting Attendance and Responsibilities

The ASEWU executive vice president shall be responsible for the following.

- A. Attend all meetings of the ASEWU Council including weekly Council meetings, work sessions and executive meetings.
- B. Meet one-on-one twice a quarter with each ASEWU Council representative and the ASEWU Council clerk.
- C. Attend all meetings of the Pence Union Building Board (PUB Board) and serve as the chair of this board.
- D. Meet monthly, and as necessary, with the director of the Pence Union Building.
- E. During the first month of fall quarter, meet with PUB tenants and communicate with them when necessary.
- F. Meet and/or communicate monthly with the dean of students or designee.
- G. Meet monthly with the director of Student Activities, Involvement and Leadership (SAIL).
- H. Attend all university homecoming committee meetings during the academic year as well as those during the defined summer term.
- I. Ensure the minutes for work sessions and Council meetings are prepared and presented for approval at the next scheduled Council meeting.
- J. Meet biweekly with the ASEWU Superior Court chief justice to receive assistance, review requirements as outlined in the ASEWU Constitution and Bylaws and ensure that the ASEWU Council representatives and the Council clerk are complying with their requirements as outlined in the ASEWU Constitution and Bylaws.
- K. Fulfill the job responsibilities of vacant ASEWU Council representative positions as outlined in Bylaw 107.
- L. Be familiar with the latest edition of *Robert's Rules of Order Newly Revised*.

Exceptions shall be permitted as per Section 7 of this act.

SECTION 3: Office Hours

The ASEWU executive vice president shall establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and nineteen (19) hours per week during the defined summer term as per Bylaw 112.

- A. At least twelve (12) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office, between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office, and/or between the hours of 8:00 a.m. and 8:00 p.m. at the Student Organization suite on the Cheney campus. Hours in the Student Organization suite shall be allowed on a case with majority approval from the ASEWU Superior Court.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and at least eight (8) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer term).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter or term.
- E. The ASEWU executive vice president is expected to maintain and document their hours during the summer term.
- F. The ASEWU executive vice president shall be required to hold four (4) office hours at the EWU Spokane Campus per quarter (excluding summer term). These office hours may take place in the form of tabling sessions.
- G. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer term) that the executive vice president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.

Exceptions shall be permitted as per Section 7 of this act and during such times that university business requires presence elsewhere.

SECTION 4: Reports

A biweekly activity report shall be submitted by the ASEWU executive vice president by 5:00 p.m. every other Friday during the academic year to the ASEWU Superior Court chief justice, advisor for ASEWU, and the Council clerk. This report shall include the following items.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be given by the ASEWU executive vice president at each regularly scheduled meeting of the ASEWU Council. The report shall contain the following.

- A. Briefly describe progress of their special projects.
- B. Reveal any issues of the ASEWU Council and any recommendations, if any.

- C. Provide any other information, comments, etc. pertinent to the ASEWU Council and/or special projects.

The ASEWU executive vice president shall submit a monthly written summation of their activities for the past month for inclusion in the meeting's agenda packet on the last regularly scheduled ASEWU Council meeting of each month. A copy of the written report shall be submitted to all members of ASEWU Council, executives, Court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays.

SECTION 5: Permanent Files

The ASEWU executive vice president shall maintain a permanent running file pertinent to their position. Said file shall fulfill the following requirements.

- A. Be the property of the ASEWU.
- B. Be organized and contain an accurate record of all resources and activities pertinent to said position.
- C. Be used in the transition between administrations.

SECTION 6: Duties Involving Council

It is the responsibility of the ASEWU executive vice president to organize and facilitate two (2) quarterly departmental evaluations of all ASEWU Council representatives in order to ensure they are completing job requirements.

The executive vice president shall also provide the Superior Court chief justice with a written appraisal of all of the ASEWU representatives' performances to date, three (3) business days prior to the twice-annual performance evaluations conducted by the ASEWU Superior Court.

Exceptions shall be permitted as per Section 7 of this act.

SECTION 7: Exceptions

Absences of the ASEWU executive vice president shall be presented at the next regularly scheduled ASEWU Council meeting.

Excused exceptions to the performance of duties by the ASEWU executive vice president may be permitted under the following conditions.

- A. Illness of said executive vice president.
- B. Campus closure.
- C. Family or personal emergency.
- D. Regularly scheduled classes.
- E. Any other reason deemed excusable by consensus of the ASEWU Council.

In the event that any of the above reasons interfere with the ASEWU executive vice president's performance of duties, they shall notify the ASEWU president of the situation as soon as possible, either directly or indirectly in written form.

SECTION 8: Duty Performance

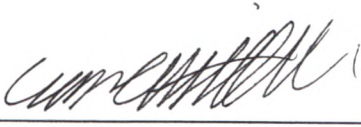
The ASEWU executive vice president shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

SECTION 9: Rescinded

Bylaw 2019-20/104 is hereby rescinded.

SPONSOR: Brian Moore

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 6/2/2020
Date



ASEWU President 6-2-2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/105A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

An act relating to the duties of the ASEWU finance vice president.
Be it enacted by the ASEWU Council that:

SECTION 1: Constitution

The ASEWU finance vice president shall be responsible for all duties as per the ASEWU Constitution, Article III, Section VI.

SECTION 2: Meeting Attendance and Responsibilities

The ASEWU finance vice president shall be required to fulfill the following requirements.

- A. Attend all of the ASEWU Council meetings, work sessions and executive meetings.
- B. Attend all meetings of the ASEWU Finance Committee and shall serve as the chair of this committee.
- C. Attend all meetings of the Services and Activities Fee Committee. The finance vice president shall organize the first meeting of this committee during fall quarter and seek appointment as chair (RCW 28B.15.044).
- D. Attend all meetings of the Student Transportation Fee Committee.
- E. Attend all meetings of the Student Technology Fee Committee.
- F. Sit as the student representative at all of the University Budget Committee meetings.
- G. Meet monthly with the director for Budget and Administrative Services or designee.
- H. Communicate monthly, and as necessary, with a member of the Student Accounting office for updates regarding supplemental budget requests approved by the ASEWU Council.
- I. Meet monthly with the dean of students or designee and communicate weekly about the financial expenditures of the ASEWU.
- J. Collaborate with the ASEWU student activities representative to provide an update regarding the status of points each student organization has prior to the first ASEWU student organization meeting of each quarter (excluding summer term).
- K. Meet with a representative of each new student organization once established should those members reach out or are referred by the Student Activities Involvement and Leadership (SAIL) office.
- L. Attend the first ASEWU student organization meeting during each quarter and give an informational report on how student organizations are able to receive funding.
- M. Meet with each student or student organization who has been approved for supplemental/co-sponsorship funding from the ASEWU and educate them about the process of receiving those funds and informing them that they must present on the benefits of use of allocated funds at the next

available ASEWU Council meeting following their funded event or conference.

- N. Seek approval of the ASEWU Council prior to submission of the Services and Activities Fee Committee budget proposal for the following fiscal year.
- O. Requests for co-sponsorship with the ASEWU Council, both monetarily and through assistance, must be formally presented by those seeking co-sponsorship.
- P. Prepare and distribute all supplemental budget requests that have been submitted at least twenty-four (24) hours prior to the next scheduled ASEWU Finance Committee meeting to the members of the committee for review.
- Q. Present to the ASEWU Council, for approval, all supplemental budget requests r presented to the ASEWU Finance Committee with the advice of said committee.
- R. Meet biweekly with the ASEWU Superior Court chief justice to receive assistance and review requirements as outlined in the ASEWU Constitution and Bylaws.

Exceptions shall be permitted as per Section 6 of this act.

SECTION 3: Office Hours

The ASEWU finance vice president shall establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and nineteen (19) hours per week during the defined summer term.

- A. At least twelve (12) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office, between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office, and/or between the hours of 8:00 a.m. and 8:00 p.m. at the Student Organization suite on the Cheney campus. Hours in the Student Organization suite shall be approved on a case by case basis by the majority of the ASEWU Superior Court.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and eight (8) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer term).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU finance vice president is expected to maintain and document their hours during the summer term.
- F. The ASEWU finance vice president shall be required to hold four (4) office hours at the EWU Spokane Campus per quarter (excluding summer term). These office hours may take place in the form of tabling sessions.
- G. Attend no less than two (2) non-ASEWU hosted events per quarter that the finance vice president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health,

ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.

Exceptions shall be permitted as per Section 6 of this act and during such times that university business requires presence elsewhere.

SECTION 4: Reports

A biweekly activity report shall be submitted by the ASEWU finance vice president by 5:00 p.m. every other Friday during the academic year to the ASEWU executive vice president, ASEWU chief justice, advisor for ASEWU and the Council clerk. This report shall include the following requirements.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be given by the ASEWU finance vice president at each regularly scheduled meeting of the ASEWU Council. The report shall contain the following requirements.

- A. Briefly describe progress on their special projects.
- B. Reveal any issues of the ASEWU Council and any recommendations, if any.
- C. Give a budget summary: how much money has been spent and what is left over from the Council's budget.
- D. Provide any other information, comments, etc. pertinent to the ASEWU Council and/or special projects.

The ASEWU finance vice president shall submit a monthly written summation of their activities for the past month for inclusion in the agenda packet at the last regularly scheduled ASEWU Council meeting of each month. A copy of the written report shall be submitted to all members of ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays.

SECTION 5: Permanent Files

The ASEWU finance vice president shall maintain a permanent running file pertinent to their position. Said file shall fulfill the following requirements.

- A. Be the property of the ASEWU.
- B. Be organized and contain an accurate record of all resources and activities pertinent to said position.
- C. Be used in the transition between administrations.

SECTION 6. Exceptions

Absences of the ASEWU finance vice president shall be presented at the next ASEWU Council meeting.

Excused exceptions to the performance of duties by the ASEWU finance vice president may be permitted under the following conditions.

- A. Illness of said finance vice president.
- B. Campus closure.
- C. Family or personal emergency.
- D. Regularly scheduled classes.
- E. Any other reason deemed excusable by consensus of the ASEWU Council.

In the event that any of the above reasons interfere with the ASEWU finance vice president's performance of duties, they shall notify the ASEWU president of the situation as soon as possible, either directly or indirectly in written form.

SECTION 7: Duty Performance

The ASEWU finance vice president shall be responsible for ensuring student organizations are meeting the requirements as stated in the most current versions of the 400 series bylaws. This will include notifying organizations in writing of noncompliance with these bylaws and taking the appropriate action as outlined in Bylaw 706.

The ASEWU finance vice president shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

SECTION 8: Rescinded

Bylaw 2019-20/105 is hereby rescinded.

SPONSOR: Brian Moore

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 6/2/2020
Date



ASEWU President 6-2-2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/106</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 15, 2018</u>
Date Introduced:	<u>March 13, 2018</u>

An act relating to ASEWU work session meetings.
Be it enacted by the ASEWU Council that:

SECTION 1: Schedule

The ASEWU Council shall establish a schedule of regular meetings of the ASEWU work session. Said schedule shall provide for no fewer than six (6) meetings in each academic quarter (excluding summer quarter). Said schedule shall be determined and established on a quarterly basis during the last regularly scheduled meeting of the ASEWU Council of each quarter. A schedule does not have to be established during spring for fall quarter because of the transition between the ASEWU Councils.

Changes to the meeting schedule may be made by a majority vote of the ASEWU Council.

SECTION 2: Special Sessions

Special sessions of the ASEWU work session shall be scheduled with a majority vote of the ASEWU Council or by the ASEWU Executive Vice President with the approval of the Director of EWU Student Activities, Involvement and Leadership due to extenuating circumstances.

SECTION 3: Chairperson

The chair for ASEWU work sessions shall be the ASEWU Executive Vice President. They shall:

- A. Ensure accurate records are being kept; and
- B. Lead all discussion regarding the ASEWU.

SECTION 4: Action

ASEWU work sessions shall be open to the public. No official action shall be taken during an ASEWU work session.

ASEWU work sessions shall provide a platform to work on all issues and concerns prior to the next ASEWU Council meeting.

SECTION 5: Notification

All ASEWU work session meetings shall be publicized at least twenty-four (24) hours before said meeting convenes.

SECTION 6: Executive Session

The ASEWU work session shall convene in an executive session in accordance with RCW 42.30.110.

SECTION 7: Rescinded


Bylaw 2009-10/106 is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 3/21/18

ASEWU Executive Vice President Date

 3/21/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20 / 107A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>April 9, 2020</u>
Date Introduced:	<u>April 7, 2020</u>

An act establishing positions and responsibilities of the ASEWU Council representatives.
Be it enacted by the ASEWU Council that:

SECTION 1: Meeting Attendance

ASEWU Council members shall attend all regularly scheduled meetings of the ASEWU Council and all meetings outlined in their duties. Attendance may be counted via an approved online format. Regularly scheduled meetings of the ASEWU Council shall include ASEWU Council, work session and assigned ASEWU standing committees.

Exceptions shall be permitted as per Section 19 of this act.

SECTION 2: Purpose

In order to be a well-defined representative body, the ASEWU Council representatives shall be made up of nine (9) positions.

- A. Academic Affairs Representative, Position #1.
- B. Athletic Affairs and University Advancement Representative, Position #2.
- C. Diversity Outreach Representative, Position #3.
- D. Graduate Affairs Representative, Position #4.
- E. Legislative Affairs Representative, Position #5.
- F. Student Activities Representative, Position #6.
- G. Student Health and Safety Services Representative, Position #7.
- H. Student Services Representative, Position #8.
- I. Technology and International Advancement Representative, Position #9.

SECTION 3: Responsibilities

Each ASEWU Council representative shall be responsible for the following requirements.

- A. Sign and abide by the most recent ASEWU Code of Ethics approved by the ASEWU Council.
- B. Research problems and/or concerns pertinent to their department and of concern to the ASEWU Council.
- C. Keep a written record of all resources and activities pertinent to their respective position.
- D. Provide the ASEWU Council input regarding all councils, committees and information pertinent to the respective position.
- E. Meet with their respective administrative and/or faculty mentors as specified in the following sections.
- F. Complete a transition packet no later than the end of the fifth week of spring quarter that contains information regarding the following items.
 1. All pertinent contact information and affiliation of faculty, staff and administrators related to the representative's position.
 2. All committees they are responsible for attending with highlights of accomplishments for the academic year and names of faculty, staff and administrators involved with the committees.

3. All agendas and minutes of committee meetings for which the representative was the chair.
 4. All personal and ASEWU goals along with the progress and outcome of those goals.
 5. All accomplished projects worked on for the academic year with a short description of each one (1) and the outcome of each one (1).
 6. All ongoing projects and explanation of its need to continue or stop.
 7. Provide a short paragraph of advice to the incoming representative for their position.
 8. An addendum regarding all planned events that explain the name, purpose, targeted audience, timeline of planning, strategies for advertisement, important contacts, co-sponsorships, costs, attendance and evaluation of each of the events overall.
- G. Coordinate at least two (2) transitional meetings with their respective incoming representative-elect in order to acclimate the newly elected officer with the responsibilities and benefits of their position.
- H. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU executive vice-president in written form.
- I. Meet biweekly with their assigned ASEWU Superior Court member to receive assistance and review requirements as outlined in the ASEWU Constitution and Bylaws.
- J. Schedule and report to the ASEWU executive vice president in the form of a quarterly departmental evaluation.
- K. Attend all regular ASEWU trainings, workshops, retreats and special events as voted upon by the ASEWU Council.

SECTION 4: Office Hours

ASEWU Council representatives shall establish, maintain and document a minimum average of eight (8) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter). These hours shall consist of the following requirements.

- A. All out of office hours must be documented.

SECTION 5: Reports

A weekly activity report shall be submitted biweekly by each ASEWU Council representative by 5:00 p.m. every Friday during the academic year to the ASEWU executive vice president and Council clerk. These reports shall include the following requirements.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU Council and any recommendations, if any.
- D. Future business and meetings.

- E. Other information, comments, etc. pertinent to ASEWU Council and/or department.

A monthly written report shall be submitted by each ASEWU Council representative and presented at the ASEWU Council meeting specified by the executive vice president. Reports shall be submitted to all members of ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays, and shall include the following requirements.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU Council and any recommendations.
- D. Progress on position goals.
- E. Future business and meetings.
- F. Other information, comments, etc. pertinent to ASEWU Council and/or department.

SECTION 6: Academic Affairs Representative, Position #1

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to academics at the university and to ensure students are receiving the best possible form of academic resources and curriculum. They shall serve as the voice for all students when discussing academics. In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least three (3) times per quarter one-on-one with the Academic Senate chair, the provost and vice president for Academic Affairs, and/or any other official, individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.
- B. Attend or send a designee to Academic Senate, Undergraduate Affairs Council (UAC), Rules Committee and General Education Council.
- C. Chair the ASEWU Academic Committee.
- D. Meet with the ASEWU president following biweekly meetings of the Faculty Senate.
- E. Participate in the Learning Commons.
- F. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to academics.
- G. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 7: Athletic Affairs and University Advancement Representative, Position #2

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to university athletics, university advancement, alumni relations, club sports and facilities. They shall serve as the voice for all students when discussing areas including, but are not limited to, athletics, facilities, and university advancement.

In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least two (2) times per quarter one-on-one with the EWU director of Athletics, the vice president of University Advancement, the director of Campus Recreation and/or any other official, individual, etc., to obtain information of ASEWU Council interest and pertinent to said position and their responsibilities.
- B. Communicate at least three (3) times per quarter one-on-one with the director of Career Center.
- C. Attend the meetings of the President's Advisory Committee on Intercollegiate Athletics and Eagle Athletic Fund.
- D. On a weekly basis, or as necessary, meet and/or communicate and maintain an awareness of issues and projects relating to the Alumni Association, the ASEWU Endowment Scholarship, and Career Center.
- E. Attend or send an ASEWU designee to EWU Foundation Board meetings—preferably an ASEWU executive member.
- F. Attend Student Athletic Advisory Committee (SAAC) meetings.
- G. Attend the Club Sports Federation Committee meetings.
- H. Attend the University Facilities Committee meetings.
- I. Chair the University Recreation Center Governance Board.
- J. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to athletics and/or university advancement.
- K. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 8: Diversity Outreach Representative, Position #3

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to diversity, inclusion and equal opportunity. They shall serve as the voice for all students when discussing topics that include, but are not limited to, intersecting identities, equity and social justice. In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Attend at least one (1) meeting of at least three (3) different diversity focused student organizations or campus departments per quarter and attend at least one (1) diversity related event and/or program.
- B. Meet at least one (1) time per quarter one-on-one with the director of Women and Gender Studies; director of the Africana Studies Program; director of the American Indian Studies Program; director of the Chicana Education Program; director of the Race and Culture Studies Program and the director of Disability Studies.
- C. Meet at least two (2) times per quarter one-on-one with the vice president for Diversity and Inclusion
- D. Meet at least one (1) time per quarter with the director of the Multicultural Center; director of the Equal Opportunity/Affirmative Action; manager of the Women's and Gender Education Center; director of the Veterans

Resource Center; manager of the Pride Center and/or any other official, individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.

- E. Serve on the Diversity and Inclusion Advisory Council.
- F. Chair the ASEWU Diversity Committee.
- G. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to diversity and inclusion.
- H. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 9: Graduate Affairs Representative, Position #4

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to graduate students and the EWU Spokane Campus. They shall serve as the voice for all students when discussing graduate programs, graduate requirements, programming and services at the EWU Spokane Campus. In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Be enrolled and accepted in a graduate program at EWU during the time they hold office.
- B. Meet at least three (3) times per quarter one-on-one with the director of Graduate Studies; director of EWU Spokane Student Services; advisor for Campus Programs at EWU Spokane and/or any other individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.
- C. Meet once a quarter with the director of Student Activities, Involvement and Leadership (SAIL).
- D. Communicate at least one (1) time per quarter with the Career Center and update graduate students on upcoming events and workshops.
- E. Attend or send a designee to the Graduate Affairs Council (GAC) meetings.
- F. Hold quarterly forums open to graduate students and at least one (1) forum per academic year must be held at the EWU Cheney campus. One (1) forum per quarter must be utilized to inform graduate students of the work of the Graduate Affairs Council and the legislative focuses of the WSA (Washington Student Association) and/or any pertinent information for graduate students.
- G. Coordinate and/or collaborate on at least two (2) services or events per quarter at the EWU Spokane Campus.
- H. Serve as the EWU Spokane Campus liaison for all students to the ASEWU.
- I. Meet and/or communicate with the Associated Students of Washington State University-Spokane (ASWSU-S) and work to maintain the relationship between ASEWU and ASWSU-S.
- J. Collaborate quarterly with the Washington Student Association (WSA), to advocate on education and legislative issues for graduate students.
- K. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 10: Legislative Affairs Representative, Position #5

The primary responsibility of the representative is to communicate with administration, faculty, staff, the city of Cheney and legislators in Olympia regarding issues and policies pertaining to students. They shall conduct various forms of student outreach pertaining to state-level government involvement; supporting the legislative liaison while they lobby in Olympia; recruiting students to attend lobby day and advocating for the needs of students for legislative changes. Lastly, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet and/or communicate at least three (3) times per quarter one-on-one with the ASEWU legislative liaison, the EWU director of Governmental Relations, and/or any other necessary individual to obtain information of ASEWU Council interest and pertinent to said position and their responsibilities.
- B. Communicate during fall quarter with the legislators from district six (6) or legislative staff and attempt to bring them to campus.
- C. Meet one (1) time per quarter with the Office of Financial Aid regarding all state and federal financial aid services and present information relative to students at an ASEWU work session or Council meeting.
- D. Attend Washington Student Association (WSA) State Board of Directors and general assembly meetings.
- E. In cooperation with the ASEWU legislative liaison and the Student Legislative Action Committee, coordinate ASEWU's Lobby Day to Olympia and construct the ASEWU legislative agenda with approval from the Council before the start of legislative session.
- F. Assist in researching and obtaining information needed by the ASEWU legislative liaison when the liaison is on campus and while lobbying in Olympia.
- G. Attend Cheney City Council meetings and communicate monthly with the Council chair.
- H. Chair all meetings of the Student Legislative Action Committee (SLAC).
- I. Coordinate a voter registration drive fall and spring quarters for both the EWU Spokane and Cheney campuses.
- J. Administer the operations of the ballot box owned by the ASEWU during all elections on the city, state and federal level.
- K. Collaborate with the legislative liaison to each create a separate transition packet that covers any bills lobbied for; legislative topics supported; connections with legislators; any relevant information for successful political relations and ideas on how to foster a more cohesive relationship between the two (2) positions. All this is to be completed during spring quarter and/or after the legislative session.
- L. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 11: Student Activities Representative, Position #6

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to student involvement, campus activities and community engagement. They shall

serve as the voice for student concerns and issues relating to student organizations. In addition, the individual will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet no less than twice per quarter with the director of SAIL, the advisor for student organizations, and the director of EPIC.
- B. Attend Eagle Entertainment and Residence Hall Association (RHA) meetings no less than once a month and report information to ASEWU as necessary.
- C. Communicate monthly with the Office of Community Engagement and assist with the promotion of at least two (2) of their events per quarter.
- D. Communicate monthly with EPIC and the director of Campus Recreation Programs.
- E. Chair a minimum of two (2) ASEWU student organization meetings at the Cheney and/or EWU Spokane Campus per quarter and maintain an accurate record of attendance at said meetings.
- F. Host a club officer informational meeting during fall quarter and spring quarter.
- G. Serve on the university homecoming and family weekend committees.
- H. Coordinate with the advisor for student organizations in planning student organization fairs once per quarter on the EWU Cheney campus and coordinate with the advisor for Campus Programs at EWU Spokane once each academic year on the EWU Spokane Campus.
- I. Meet and/or communicate with EWU's Theatre, Music, Art, and Radio-Television Programs a minimum of two (2) times per quarter and assist with the promotion of at least three (3) of their events per year.
- J. Assist the finance vice-president with the coordination and tallying of student organization funding point system.
- K. Host and/or collaborate one (1) event each academic year that provides information and/or service to students relating to student activities.
- L. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 12: Student Health and Safety Services Representative, Position #7

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the health and well-being of students. They shall serve as the voice for students in matters related to safety procedures and health services provided by the university. In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least three (3) times per quarter one-on-one with the director of Health, Wellness and Prevention Services (HWPS), the chief of EWU police, and/or other official, individual, etc. to obtain information of ASEWU Council interest and pertinent to said departmental area and their responsibilities.
- B. Chair the Student Needs Advisory Committee (SNAC).

- C. Serve on a university health committee and/or a safety committee and report their progress and activities to the ASEWU Council.
- D. Meet and/or communicate at least two (2) times per quarter with the director/manager for each of the following—Disability Support Services (DSS); Counseling and Psychological Services (CAPS); Student Rights and Responsibilities (SRR) and Student Care Team located in Student Life.
- E. Host and/or collaborate one (1) event each academic year that provides information and/or service to students relating to health and/or student safety.
- F. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 13: Student Services Representative, Position #8

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the various services provided by the university to students. They shall serve as the voice for students in matters related to financial aid; dining services; parking and transportation services; housing and residential life; childcare; environmental issues and sustainability. In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least three (3) times per quarter one-on-one with the vice president for Student Affairs or designee and/or other official, individual, to obtain information of ASEWU Council interest and pertinent to said departmental area and their responsibilities.
- B. Weekly, or as necessary, attend or send a designee to the Parking Appeals Board meetings and provide monthly reports to the ASEWU Council as to the status of this board and to ensure students' interests and concerns are satisfactorily being met.
- C. Meet and/or communicate weekly or as necessary with the director of Dining Services; director of Auxiliary Services and the director of the EWU Children's Center.
- D. Attend the University Commencement Planning Committee meetings.
- E. Chair the Food Service Committee meetings.
- F. Chair the Student Transportation Fee Committee (STrFC) meetings.
- G. Attend the Childcare Advisory Board to the vice president of student affairs meetings.
- H. Research and collectively collaborate any student issue, and/or concern regarding financial aid, housing, residential life, dining services, environmental concerns/issues, childcare, transportation and parking at both the Cheney and EWU Spokane campuses.
- I. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to transportation, food services, financial aid, housing or environmental issues.
- J. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 14: Technology and International Advancement Representative, Position #9

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the technology provided to students. They shall serve as the voice for students in matters related to technology fee, library circulation, academic systems, technology at the EWU Cheney and Spokane campuses. This representative is also responsible for international advancement at the university working with all students at the university who study abroad. They shall serve as a student liaison to the Office of Global Outreach and Engagement. In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least one (1) time per quarter one-on-one with the technical support services supervisor that oversees student technology.
- B. Meet one-on-one with the chief information officer at least two (2) times per quarter.
- C. Meet and/or communicate at least three (3) times per quarter one-on-one with the student technology fee consultants and/or other officials, individuals, etc. to obtain information of ASEWU Council interest and pertinent to said departmental area and their responsibilities.
- D. Communicate at least one (1) time per quarter with the discovery services and systems librarian.
- E. Meet and/or communicate at least two (2) times per quarter with the director of EWU Spokane Student Services and an IT professional.
- F. Chair the Student Technology Fee Committee (STFC).
- G. Attend or send designee to the Academic Committee for Innovation and Technology (ACIT).
- H. Meet at least one (1) time per quarter one-on-one with the director of Global Outreach and Engagement.
- I. Attend at least one (1) meeting per quarter with at least two (2) international focused student organizations.
- J. Each quarter attend two (2) international related events or programs.
- K. Host and/or collaborate one (1) event per academic year that provides information and/or service to students related to technology or international students.
- L. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 15: ASEWU Speaker Pro Tem

The ASEWU speaker pro tem shall be elected on a quarterly basis by the existing members of the ASEWU Council on or by the second scheduled ASEWU Council meeting of each academic quarter (except summer quarter). Candidates will be nominated and then voted upon by the voting membership of the ASEWU Council. The nominated representative shall have served on Council for at least one (1) quarter. If no ASEWU Council representative accepts the nomination or no member has served on the ASEWU Council for at least one (1) quarter, the senior most ranked ASEWU Council representative shall serve as speaker pro

tem. The nominated or senior ranking member must be elected by a two-thirds ($\frac{2}{3}$) majority vote of ASEWU Council.

The ASEWU speaker pro tem shall be responsible for the following requirements.

- A. Act as liaison between the legislative, executive and judicial branches of the ASEWU Council whenever necessary.
- B. Serve as chair of the Review and Proposal Committee.
- C. Update the official copies of ASEWU bylaws.
- D. Provide a monthly written disposition of all legislation reviewed by the Review and Proposal Committee.
- E. Make the required changes to the master computer files of the ASEWU bylaws and provide updated files to the ASEWU program support supervisor as a backup record.
- F. Assist the ASEWU executive vice president in the familiarization/orientation process of all ASEWU Council representatives.
- G. Serve as the chair for ASEWU Council meetings and work sessions in the absence of the ASEWU executive vice president.
- H. Communicate monthly with the ASEWU Superior Court chief justice to ensure that the ASEWU executives are complying with requirements outlined in their respective ASEWU Constitution and Bylaws.

The ASEWU speaker pro tem shall be responsible for duty performance as per Article II, Section VI, Item K of the ASEWU Constitution and this bylaw. Any discrepancies shall be handled as per Section 16 of this bylaw.

SECTION 16: Duty Performance

All ASEWU Council representatives shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

SECTION 17: Vacancy

In the event of a vacancy of an ASEWU Council representative position, the representative's responsibilities shall be transferred to the executive vice president.

In case of a vacancy of an ASEWU representative position, the ASEWU president shall conduct interviews for the position in accordance with Bylaw 123 and shall appoint a member of ASEWU to the ASEWU Council to fill the vacant position with a three-fourths ($\frac{3}{4}$) vote approval by the ASEWU Council in accordance with Article II, Section IX of the ASEWU Constitution. The appointed ASEWU member must meet all requirements of an ASEWU Council representative as stated in Article V, Section II of the ASEWU Constitution.

SECTION 18: Leave of Absence

A leave of absence may be granted to an ASEWU Council representative with a two-thirds ($\frac{2}{3}$) approval vote of the ASEWU Council. A leave of absence may be granted for a specified maximum period of time after which the absent ASEWU Council representative shall return to full duty. The remaining ASEWU Council representatives shall determine which ASEWU Council representative shall

assume the responsibilities of the absent ASEWU Council representative. If the member chooses to return early, then said representative must provide written notification of intent to return to full ASEWU Council responsibilities. The absent ASEWU Council representative must maintain eligibility requirements as stated in Article V, Section II of the ASEWU Constitution.

While on leave of absence, ASEWU Council representatives shall not receive financial compensation.

SECTION 19: Exceptions

Exceptions to the performance of duties by an ASEWU representative shall be permitted for one (1) of the following reasons.

- A. Illness of said representative.
- B. Family emergency.
- C. Campus closure.
- D. Any other reason deemed excusable by consensus of the ASEWU Council presented at the next ASEWU Council meeting following the absence.

If any of the above reasons interfere with an ASEWU Council representative's performance of duties, they shall notify, directly or indirectly, the ASEWU executive vice president of the situation as soon as possible.

SECTION 20: Incurred Debts

In no way shall any ASEWU Council representative incur debts in their departmental area without approval and expressed written authorization from the ASEWU Council.


SECTION 21: Sunset Clause

This bylaw shall be effective from the date passed by the ASEWU Council, and signed by the president and executive vice president, until May 26, 2020 at which point the ASEWU Council will review the bylaw to determine whether to extend this sunset clause and/or approve additional edits as deemed necessary.

SECTION 22: Rescinded

Bylaw 2019-20/107 is hereby rescinded.

SPONSOR(S): Brian Moore



ASEWU Executive Vice President 4/14/2020
Date



ASEWU President 4-14-2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/108</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>April 18, 2019</u>
Date Introduced:	<u>April 2, 2019</u>

An act establishing the standing committees of the ASEWU Council.
Be it enacted by the ASEWU Council that:

SECTION 1: Establishment

There are hereby established four (4) standing committees of the ASEWU Council known as the "Finance Committee", "Review and Proposal", the "Pence Union Building Board" and the "University Recreation Center Governance Board."

SECTION 2: Selection

After the selection of the ASEWU speaker pro tem, ASEWU Council representatives shall be appointed to one (1) of the four (4) standing committees on or by the second scheduled ASEWU Council meeting of each academic quarter. ASEWU representatives shall select their standing committees with senior representatives, based on the number of quarters of Council experience, selecting first. The representative(s) with the least amount of quarters on Council shall select last. When two (2) or more representatives have been on Council the same number of quarters, the representatives of that "seniority group" will have their names drawn to determine the order in which they will chose their standing committee. In the case of the absence of a Council representative, the individual will be designated to the remaining open standing committee position by the ASEWU executive vice president regardless of seniority.

SECTION 3: Responsibilities

The established committees shall be responsible for the following items.

- A. Consider all matters referred to them by the ASEWU Council.
- B. Not delay presentation to the ASEWU Council of any legislation, reports, or other items referred to this body for more than two (2) regularly scheduled meetings of the ASEWU Council without permission of the sponsor.
- C. Be governed by the latest edition of *Robert's Rules of Order, Newly Revised*.

SECTION 4: Finance Committee

The duties and responsibilities of the Finance Committee shall be as per current Bylaw 502.

SECTION 5: Review and Proposal

The duties and responsibilities of the Review and Proposal Committee shall be as per current Bylaw 503.

SECTION 6: Pence Union Building Board

The duties and responsibilities of the Pence Union Building Board shall be as per current Bylaw 501.

SECTION 7: University Recreation Center Governance Board

The duties and responsibilities of the University Recreation Center Governance Board shall be as per current Bylaw 504.

SECTION 8: Attendance

Attendance of ASEWU standing committees.

- A. ASEWU representatives are required to hold voting membership on one (1) standing committee.
- B. Said standing committees are required to hold regularly scheduled meetings during fall, winter, and spring quarters, of which times and dates shall be agreed upon by the consensus of the committee membership so that only minimal conflict may arise with attendance.
- C. Representatives, who miss two (2) consecutive committee meetings or three (3) meetings during a quarter, may lose membership on that committee. The committee member's seat shall be declared vacant by the chairperson of the committee or if the chairperson is the delinquent party, the ASEWU Council shall declare the seat vacant.

SECTION 9: Action

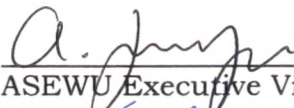
No official action shall be taken during any meeting of said standing committees without the presence of a quorum. Quorum shall consist of a simple majority of each said standing committee, as per Article II, Section IV of the ASEWU Constitution.

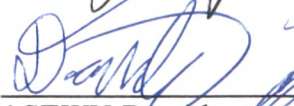
SECTION 10: Rescinded

Bylaw 2017-18/108A is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 5/6/19
ASEWU Executive Vice President Date

 5/6/19
ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/110</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced	<u>May 22, 2018</u>

An act establishing the requirements for all incoming elected and appointed members of the ASEWU

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

Every elected and appointed members of the ASEWU shall participate in and successfully complete “The ASEWU Leadership Course” developed for the purposes of orientating and training related to the duties and responsibilities associated with an ASEWU office.

SECTION 2: Definition of an Elected or Appointed ASEWU Member

Elected and appointed members of the ASEWU shall include the following: ASEWU president, the ASEWU executive vice president, the ASEWU finance vice president, the nine (9) ASEWU representatives, all justices of the ASEWU Superior Court, all ASEWU Cabinet members, all ASEWU Eagle Entertainment directors and assistants, and all hired employees of the ASEWU Council, executives, and ASEWU Superior Court.

SECTION 3: Course Intent

The intent of the leadership course is to:

- A. Familiarize the students entering offices with the inner workings of the university and responsibilities associated with their respective positions;
- B. Provide the necessary tools, skills, and etiquette when needed dealing with the students, the university committee, and the public;
- C. Train the students in basic parliamentary procedure and *Robert’s Rules of Order Newly Revised*;
- D. Develop communication, teamwork and interpersonal relationship skills necessary for their respective positions; and
- E. Familiarize the students with the ASEWU Constitution, the bylaws, and the ASEWU budgeting process.

SECTION 4: Course Structure

Instruction of the course shall be conducted by the ASEWU executive vice president in conjunction with the dean of students or designee, and the ASEWU Superior Court chief justice.

- A. The course will be conducted during summer break each academic year.
- B. Each student shall be notified in writing of the exact dates and approximate times of the said course thirty (30) days in advance.
- C. If possible, said course shall be conducted in a retreat setting at an off-campus location;
- D. Each student will be required to attend all course sessions;
- E. Non-compliance with this bylaw will be considered non-performance of duties as outlined in the ASEWU constitution;

- F. Sessions on student leadership shall be conducted by the dean of students or designee;
- G. Sessions regarding the ASEWU Constitution, bylaws and parliamentary procedure shall be conducted by the ASEWU Superior Court chief justice; and
- H. Each department shall be allotted session time for internal training and goal-setting sessions.

SECTION 5: Exceptions

Exceptions may be granted for the following reasons:

- A. Illness of the said member;
- B. Family emergency; or
- C. Any other reason deemed excusable by the department head and the dean of students.

In the event that any of the above reasons interfere with any ASEWU member's attendance to the said course, -they shall notify the ASEWU executive vice president, their respective department head, and the dean of students in writing of the situation at least one (1) week prior to the said course when circumstances allow.

Any elected or appointed member of the ASEWU who cannot complete the leadership course during summer break or was appointed after the leadership course will be required to complete the course through an independent study with their respective department head and the dean of students or their designee. Failure to complete this requirement shall constitute non-performance of duties as outlined in the ASEWU Constitution.

SECTION 6: Rescinded

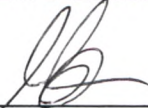
Bylaw 2012-13/110 is hereby rescinded.

SPONSOR: Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2016-17/111</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>January 26, 2017</u>
Date Introduced:	<u>January 24, 2017</u>

An act to establish and continue the incorporation of ASEWU.
Be it enacted by the ASEWU Council that:

SECTION 1: Confirmation

The ASEWU hereby confirms its vote of February 2, 1976 to become an incorporated non-profit corporation of the State of Washington. Incorporation was reestablished July 13, 1988.

SECTION 2: Annual Filing

The ASEWU President or his/her designee shall file on an annual basis those reports required by the Secretary of State for the State of Washington for the purpose of maintaining the incorporation of ASEWU.

SECTION 3: Funding

The ASEWU Council shall budget for the annual filing of the incorporation paperwork.

SECTION 4: Dissolution

The Associated Students of Eastern Washington University may be dissolved provided that at least twenty percent (20%) of the members of the ASEWU vote in an election and said membership agree to dissolve the organization by two-thirds (2/3) vote. Upon agreement by the student population and the ratification by the ASEWU Council, the matter will be presented to the current Eastern Washington University Board of Trustees for their vote on the matter.

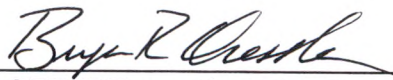
Upon the dissolution or termination of the ASEWU, all remaining assets of the ASEWU after payment of all its debts, obligations and necessary final expenses or after the adequate provision thereof, shall be distributed to the same tax rated campus organizations (which have similar purposes to those of the ASEWU) determined by the current EWU Board of Trustees.

SECTION 5: Rescinded

Bylaw 2012-13/111 is hereby rescinded.

SPONSOR(S): Gaige Baisch

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 31 Jan 2017
Date



ASEWU President 31 Jan 2017
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/112</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

An act establishing the summer term responsibilities for all ASEWU executives and the ASEWU Superior Court chief justice.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The ASEWU executives and the ASEWU Superior Court chief justice who are working during the summer shall be responsible for completing tasks in preparation for the incoming members of ASEWU, the upcoming academic year, as well as their general job responsibilities.

SECTION 2: Summer Term

The summer term shall be defined as beginning on the first Monday of August and concluding the Friday before fall training begins.

SECTION 3: ASEWU President

The ASEWU president shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the listed term unless prior arrangement has been made with the advisor for ASEWU and the other working executives and chief justice.

In addition to their requirements outlined in Bylaw 103, they shall be responsible for the following requirements during the summer term.

- A. Attend all ASEWU leadership and fall training planning meetings within the defined term.
- B. Communicate with necessary individuals to facilitate training sessions as delegated from the ASEWU leadership and fall training planning meetings.
- C. Attend the New Student Orientation student services fair and presentations on behalf of the ASEWU during the summer as agreed upon by the ASEWU executives and the chief justice, should such orientations and fairs be held.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU Superior Court chief justice, ASEWU dean of students or designee, and the ASEWU program support supervisor.
- E. Attend all university homecoming committee planning meetings within the defined term.
- F. Be familiar with the ASEWU funding policies.
- G. Make temporary appointments of students-at-large to university committees and ensure proper forms are completed by those students to be presented at the first scheduled ASEWU work session and Council meeting of fall quarter.
- H. Post to the ASEWU website, social media, and the official platform for student organizations as necessary.

- I. Have office hours posted on the ASEWU website and in the ASEWU suite by the first week of the defined summer term. Changes must be submitted to the ASEWU executives, program support supervisor, the advisor for ASEWU, and the chief justice prior to the new established schedule or absences.

SECTION 4: ASEWU Executive Vice-President

The ASEWU executive vice-president shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the defined summer term excluding fall training unless prior arrangement has been made with the dean of students or designee.

In addition to their requirements as outlined in Bylaw 104, they shall be responsible for the following requirements during the summer term.

- A. Attend all ASEWU leadership and fall training planning meetings within the defined term.
- B. Communicate with necessary individuals to facilitate training sessions as delegated from the ASEWU leadership and fall training planning meetings.
- C. Attend the New Student Orientation student services fair and presentations on behalf of the ASEWU as agreed upon by the ASEWU executives and the chief justice should such orientations and fairs take place.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU Superior Court chief justice, ASEWU dean of students or designee and the ASEWU program support supervisor.
- E. Attend all university homecoming committee planning meetings within the defined term.
- F. Be familiar with the ASEWU funding policies.
- G. Prepare training materials for incoming ASEWU Council representatives in regard to the functions of the ASEWU Council meetings and work sessions.
- H. Prepare an electronic packet containing all necessary materials for committee meetings to include, but not limited to, an agenda template, minutes template, guide on posting minutes to the ASEWU website and the official student organization platform and provide guidelines of scheduling meetings via email.
- I. Have office hours posted on the ASEWU website and in the ASEWU suite by the first week of the defined summer term. Changes must be submitted to the ASEWU executives, program support supervisor, the advisor for ASEWU and the chief justice prior to the new established schedule or absences.

SECTION 5: ASEWU Finance Vice-President

The ASEWU finance vice-president shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the defined summer term), unless prior arrangement has been made with the dean of students or designee.

In addition to their requirements as outlined in Bylaw 105, they shall be responsible for the following requirements during the summer term.

- A. Attend all ASEWU leadership and fall training planning meetings within the defined term.
- B. Communicate with necessary individuals to facilitate training sessions as delegated from the ASEWU leadership and fall training planning meetings.
- C. Attend the New Student Orientation student services fair and presentations on behalf of the ASEWU as agreed upon by the ASEWU executives and the chief justice.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU Superior Court chief justice, ASEWU dean of students or designee and the ASEWU program support supervisor.
- E. Attend all university homecoming committee planning meetings within the defined term.
- F. Be well-versed with the ASEWU funding policies.
- G. Ensure the work attire and name tags for all elected and appointed members of ASEWU are ordered and ready prior to fall training.
- H. Prepare a presentation about Services and Activities Fees funds for elected and appointed members of ASEWU to be presented during fall training as well as presented at the first ASEWU student organization meeting of fall quarter.
- I. Have office hours posted on the ASEWU website and in the ASEWU suite by the first week of the defined summer term. Changes must be submitted to the ASEWU executives, program support supervisor, the advisor for ASEWU and the chief justice prior to the new established schedule or absences.

SECTION 6: ASEWU Superior Court Chief Justice

The ASEWU Superior Court chief justice shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the defined summer term (excluding fall training) provided they elect to work during the defined summer term.

In addition to their requirements as outlined in Bylaw 701, they shall be responsible for the following requirements during the summer.

- A. Attend all ASEWU leadership and fall training planning meetings within the defined term.
- B. Communicate with necessary individuals to facilitate training sessions for the ASEWU Superior Court, or individuals as necessary, as delegated from the ASEWU leadership and fall training planning meetings.
- C. Attend the New Student Orientation student services fair and presentations on behalf of the ASEWU as agreed upon by the ASEWU executives and the chief justice, should such orientation or fairs occur.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU Superior Court chief justice, ASEWU dean of students or designee and the ASEWU program support supervisor.
- E. Plan the training sessions for *Roberts Rules of Order, Newly Revised* and use of university resources for all of ASEWU.
- F. Review extensively the *Roberts Rules of Order, Newly Revised* and prepare a document with guidelines pertaining to motions for the newly elected members of ASEWU.
- G. Tabulate and distribute the completed summer hours of ASEWU members.


- H. Review the ASEWU Superior Court Standing Rules and judicial forms to ensure they comply with the ASEWU Constitution and Bylaws and make any recommendations of changes at the next ASEWU Superior Court meeting.
- I. Have office hours posted on the ASEWU website and in the ASEWU suite by the first week of the defined summer term. Changes must be submitted to the ASEWU executives, program support supervisor, the advisor for ASEWU and the chief justice prior to the new established schedule or absences.

SECTION 7: Rescinded

Bylaw 2018-19/112 is hereby rescinded.

SPONSOR: Brian Moore

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 6/2/2020
Date



ASEWU President June 22nd, 2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/113</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to presentations to the ASEWU Council.

Be it enacted by the ASEWU Council that:

SECTION 1: Executive Reports

Each executive, cabinet member, and the ASEWU speaker pro tem shall submit a written synopsis of their report to each Council member. The synopsis is due the last regular Council meeting of each month.

SECTION 2: Director of Elections

The ASEWU director of elections shall give reports on the last regular Council meeting of each month during fall and winter quarter, or as requested by Council, to give progress reports on elections, ask for ballot items, seek advice on polling places, and report balloting results.

SECTION 3: Legislative Liaison

The ASEWU Legislative Liaison shall give or provide (when they are in Olympia) written reports monthly, as requested by the ASEWU Council, and/or as necessary.

SECTION 4: Student Activities, Involvement and Leadership

The ASEWU executive vice-president shall request the director of Student Activities, Involvement and Leadership (SAIL) and/or their designee to report on a quarterly basis to the Council on contemporary issues, speakers, and social activity events, etc.

SECTION 5: Budgets Seeking Approval

Any funding request or budgets that are over \$3,000 and require the ASEWU Council's approval shall be submitted as new business and voted on as old business at the following meeting.

SECTION 6: Budget Updates

The ASEWU finance vice president shall present monthly to the ASEWU Council a written budget report of all ASEWU allocated budgets. This report shall include, but is not limited to:

- A. Yearly beginning balance;,
- B. Monthly expense;,
- C. Ending monthly balance; and
- D. Funding category changes.

SECTION 7: Standing Committees

Monthly reports shall be given to the ASEWU Council by the respective chairs of the Council standing committees. Each standing committee chair shall report on subcommittees created under that committee.

SECTION 8: Rescinded

Bylaw 2012-13/113, is hereby rescinded

SPONSOR: Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/114B</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

An act establishing cabinet positions.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

By the authority granted to the ASEWU president under Article III, Section IV of the ASEWU Constitution, the following cabinet positions are hereby created should the budget for the academic year allow the creation of said positions—the director of elections and the media and graphic designer.

SECTION 2: Responsibilities of Director of Elections

The ASEWU director of elections is chiefly responsible for organizing and managing the ASEWU election process, both primary and general elections, and any special election called by the ASEWU Council.

The cabinet member shall be responsible for the following items.

- A. Be thoroughly versed and knowledgeable of the ASEWU Constitution and Bylaws specifically dealing with the elections.
- B. Attend at least one (1) ASEWU Council meeting per quarter.
- C. Attend all regular ASEWU trainings, workshops, retreats and special events as voted upon by the ASEWU Council.
- D. Coordinate and work with other ASEWU cabinet members in advertising for candidates and getting the student-at-large population to vote.
- E. Inform and educate the student population of any constitutional amendments, initiatives or referendums on the ballot.
- F. Prepare the ASEWU elections portal on EagleSync for prospective candidates. Information online should include access to the ASEWU Constitution and Bylaws that directly relate to the ASEWU elections, policies and guidelines that affect the way a candidate campaigns, compile general candidate information, declaration of candidacy, eligibility and electronic waiver forms.
- G. Collaborate with the ASEWU media and graphic designer to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each event.
- H. Meet with the appropriate IT personnel to ensure eligible students are included with the election tabulation process.
- I. Meet and coordinate with the chief housing officer or designee to schedule when and how candidates can campaign in the residence halls by the end of the tenth week of fall quarter.
- J. Recruit and have students approved to serve on the ASEWU Election Board by the end of the fourth week of winter quarter.
- K. Work with the ASEWU Superior Court in the training of the Election Board members no later than the Friday before primary elections.
- L. Determine and verify the eligibility of candidates for office.

- M. Coordinate, plan and execute the candidates' information session, the general election student forum, any additional candidate receptions, "meet and greet" events and/or programs.
- N. Coordinate the publication of the ***ASEWU Voters' Pamphlet***.
- O. Plan, present and seek the approval of the ASEWU Council of prospective polling stations.
- P. Notify and hire the required number of election clerks when necessary.
- Q. Reserve space, tables and chairs for the individual polling stations by completing the necessary paperwork through EagleSync at least three (3) weeks prior to any event.
- R. Reserve tech fee laptops for both the primary and general election at least two (2) weeks prior to check out.
- S. Post unofficial election results in the ASEWU office suite and on the ASEWU website.
- T. Mediate any grievances filed by candidates or other parties, or if necessary, contact ASEWU Election Board members and/or ASEWU Superior Court. When necessary post hearing dates, location and times and resulting hearing judgment.
- U. Present primary, general and/or special elections results at the appropriate ASEWU Council meeting(s) for approval once all grievances have been addressed and/or mediated.
- V. Maintain a permanent election file, which include candidates running, sample of advertisements, at least one (1) copy of the ***ASEWU Voters' Pamphlet***, articles in newspapers, grievances filed with resulting action and election results.
- W. At the completion of the cabinet member's tenure in office, they will submit a final written report summarizing the ASEWU elections, projects, events and research conducted by the member to the ASEWU president and Council.
- X. Attend all ASEWU cabinet meetings.
- Y. Assist with one (1) ASEWU tabling event during fall quarter.
- Z. Other duties as assigned by the ASEWU president.

SECTION 3: Responsibilities of Media and Graphic Designer

The media and graphic designer is responsible for all matters of advertising materials and creative designs for the ASEWU and student organizations.

The cabinet member shall be responsible for the following items.

- A. Prepare media and graphic materials to advertise student government meetings, forums, activities, programs and the yearly student body elections in a timely manner.
- B. Review, develop and keep record of all completed graphic design and social media request forms submitted by members of the ASEWU and student organizations.
- C. Collaborate with the ASEWU director of elections to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each event.
- D. Ensure that the ASEWU program support supervisor receives all completed ASEWU media and graphic materials requested by ASEWU members.

- E. Establish and communicate to ASEWU members and student organizations a process to request media and graphic materials with a reasonable deadline.
- F. Provide assistance to student organizations in advertising their programs, events and activities.
- G. Attend at least one [1] ASEWU student organization meeting per quarter to promote the services of advertising and creating materials for student organizations.
- H. Support in advertising the events of student organizations with social media platforms as requested.
- I. Create and post all information to the ASEWU social media sites and other electronic forms of communication as necessary or requested. Develop a plan to have multiple posts of the event at least two (2) weeks prior to that event in coordination with the ASEWU president or designee.
- J. Be educated on campus posting policies.
- K. Attend at least one (1) ASEWU Council meeting per quarter.
- L. Attend all regular ASEWU trainings, workshops, retreats and special events as voted upon by the ASEWU Council.
- M. Attend all ASEWU cabinet meetings.
- N. Assist with one (1) ASEWU tabling event each quarter.
- O. Other duties as assigned by the ASEWU president.

SECTION 4: Office Hours

Each cabinet member shall establish and maintain a minimum of twelve (12) average hours per week (excluding finals week) of the current academic quarter. At least eight (8) of the twelve (12) said hours shall be spent weekly between 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office; between 8:00 a.m. and 6:00 p.m. in the ASEWU Spokane office; and/or between 8:00 a.m. and 8:00 p.m. in the Student Organization suite of any regular university day. Hours in the Student Organization suite shall be approved on a case by case basis by the ASEWU Superior Court. These office hours shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter. Six (6) of these office hours shall be spent in the ASEWU Cheney office weekly.

The director of elections shall be exempt from normal office hours during the period following the last day of filing for candidacy and the day after general elections ends. During this time, they shall spend five (5) of the twelve (12) hours weekly between 8:00 a.m. and 5:00 p.m. of any regular university day in the ASEWU Cheney office. All outside office hours must be documented in writing.

Each cabinet member shall attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the cabinet member is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved in writing by the ASEWU president.

SECTION 5: Reports

A biweekly activity report shall be submitted by each ASEWU cabinet member by 5:00 p.m. every other Friday during the academic year to the ASEWU president, their assigned ASEWU Superior Court justice, advisor for ASEWU, and Council clerk. This report shall include the following items.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. All out of the office hour activities.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

A monthly written report shall be submitted by each ASEWU Cabinet member and presented at the relevant ASEWU Council meeting by the ASEWU president. Reports shall include the following items.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

SECTION 6: Exceptions

Exceptions to the performance of responsibilities by a cabinet member may be permitted by the ASEWU Council for any of the following reasons.

- A. Illness of said member.
- B. Family or personal emergency.
- C. Campus closure.
- D. Regularly scheduled classes.
- E. Any other reason deemed excusable by a simple majority of the ASEWU Council. .

In the event that any of the above reasons interfere with a cabinet member's responsibilities, that person shall notify the ASEWU president of the situation as soon as possible.

SECTION 7: Appointment

The process of selection of the ASEWU cabinet members shall adhere to the following items.


- A. The ASEWU president may appoint for allowed cabinet positions with the advice and consent of the ASEWU Council adhering to the guidelines established by the Bylaw 123, provided that there is a budget for said positions.
- B. All applicants and members of the ASEWU cabinet shall have and maintain at least a two-point five (2.5) cumulative grade point average at the university; be currently enrolled in six (6) credit hours; and completed six (6) credit hours the previous quarter (excluding summer quarter).

SECTION 8: Rescinded

Bylaw 2019-20/114A is hereby rescinded.

SPONSORS: Brian Moore

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President Date



ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/115</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to the ASEWU Council, Executive, Superior Court, Elections and Legislative Affairs budgets.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To detail the process by which budgets of the ASEWU Council, executive and Superior Court are granted and to ensure that these accounts are administered and expended in a manner which is beneficial to the students of the ASEWU.

These budgets shall include ASEWU executive, ASEWU Council, ASEWU Superior Court, ASEWU legislative affairs, ASEWU elections, and supplemental budget. This category may also include any other accounts in which a member of the three branches of the ASEWU student government exercises direct control as the budget head.

SECTION 2: Budget Process

The budgetary process for the above stated accounts shall follow the procedure detailed by the ASEWU finance vice president for all accounts requesting budgets from the ASEWU Council.

- A. Funds shall not be expended in a manner, which violates the ASEWU Constitution; bylaws; the EWU Student Conduct Code; or federal, state, or local laws.
- B. Budgets for conference and/or off-campus training workshops may be approved provided that travel and accommodations for said events shall not be approved which exceed the guidelines established by the State of Washington for per diem.
- C. Budgets shall include reasonable expenditures for ongoing office operations, if requested.
- D. Budgets shall include reasonable expenditures for training and professional development, if requested.
- E. Budgets shall include reasonable expenditures for maintaining and purchasing office equipment, if requested.

SECTION 3: Eligibility for Funding

In order to receive funding, in advance or in the form of a reimbursement, from said budgets the following criteria shall be met and followed:

- A. Person requesting funds must currently be a member of one of the above stated organizations.
- B. There must be sufficient funds in the appropriate category within the budget to cover the funds being requested.
- C. A signature shall be obtained from the appropriate signature authority for that budget, signifying approval for the allocation.

- D. Upon completion of items A-C, a signature from the dean of students shall also be obtained, who shall give final authorization before the request is processed.

During the summer months, persons requesting funds must obtain a signature from the ASEWU president and the dean of students.

SECTION 4: Signature Authorities

The appropriate required signature authorities are:

- A. For the executive and cabinet level budgets, the ASEWU president;
- B. For the Council budget, the ASEWU executive vice president and the ASEWU speaker pro tem; and
- C. For the Superior Court budget, the ASEWU Superior Court chief justice.

These signature authorities represent an agreement of their respective governmental bodies.

SECTION 5: Rescinded

Bylaw 2012-13/115 is hereby rescinded.

SPONSOR: Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/116</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

An act establishing the stipends for all elected and appointed members of the ASEWU.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

Elected and appointed members of the ASEWU shall be given a stipend based upon the information provided below, in accordance with Article II, Section VII of the ASEWU Constitution.

SECTION 2: Stipends

All stipends and wages shall be determined by the following criteria.

- A. The ASEWU president, executive vice president-and finance vice president shall each receive a quarterly stipend of three thousand, six hundred and seventy dollars (\$3,670.00). The ASEWU president, executive vice president, and finance vice president shall also receive a stipend of one thousand, six hundred dollars (\$1,600) for the summer term. The ASEWU Council representatives shall each receive a quarterly stipend of two thousand, three hundred dollars (\$2,300.00), excluding summer term.
- B. The ASEWU Council clerk shall receive a quarterly stipend of two thousand, six hundred and seventy dollars (\$2,670.00), excluding summer term.
- C. The ASEWU Superior Court chief justice shall receive a quarterly stipend of three thousand, six hundred and seventy dollars (\$3,670.00). The chief justice may also receive a stipend of one thousand, six hundred dollars (\$1,600.00) during the summer term provided they work, document and maintain office hours for that time.
- D. The ASEWU Superior Court associate justices shall each receive a quarterly stipend of two thousand, three hundred dollars (\$2,300.00), excluding summer term.
- E. The ASEWU cabinet members shall each receive a quarterly stipend of two thousand, three hundred dollars (\$2,300.00), excluding summer term.
- F. Council assistants and court assistants shall receive a stipend based on an hourly rate that complies with minimum wage laws.
- G. All elected and appointed members of ASEWU shall receive a stipend of two hundred and fifty dollars (\$250.00) for fall training.

SECTION 3: Limitations

Stipends and/or wages for all elected and appointed members of ASEWU shall only be increased by the ASEWU Council with a unanimous vote of the voting membership or in the case to comply with Washington State and federal minimum wage laws.

Stipends and/or wages for all elected and appointed members of ASEWU shall only be decreased by the ASEWU Council with a unanimous vote of the voting membership.

SECTION 4: Effective Date

This bylaw will take effect on June 15, 2020.

SECTION 5: Rescinded

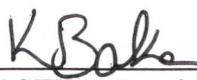
Bylaw 2018-19/116 is hereby rescinded.

SPONSOR: Arturo Diaz

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 6/2/2020
Date



ASEWU President 6-2-2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/117</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>February 28, 2019</u>
Date Introduced:	<u>February 19, 2019</u>

An act establishing the process for selecting the student member of the Eastern Washington University Board of Trustees.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

In compliance with RCW. 28B.50.102, a student member of the Eastern Washington University Board of Trustees shall be selected by the process stated below.

SECTION 2: Interviewing Committee Structure

The interviewing committee shall be composed of the following individuals.

- A. One (1) administrator chosen by the chair of the Board of Trustees.
- B. One (1) member of the Board of Trustees also chosen by the chair of the Board of Trustees.
- C. One (1) faculty-at-large member nominated by the president of the Faculty Organization and approved by the ASEWU Council.
- D. One (1) classified staff member nominated by the president of Local 931 and approved by the ASEWU Council.
- E. Three (3) students appointed by the ASEWU Council.

SECTION 3: Process

- A. The student position shall be advertised for at least two (2) weeks prior to interviews, utilizing any reasonable means of advertisement such as *The Easterner* and social media.
- B. The interviewing committee shall then choose at least three (3) and no more than five (5) of the most qualified candidates, using the criteria listed under Section 5.
- C. The names and applications of the most qualified candidates shall then be sent to the Washington state governor's office for a final decision.

SECTION 4: Term

As stated above, the selected member shall serve a one-year (1) term beginning July 1 and ending July 1 of the following year.

SECTION 5: Criteria

Applicants will be evaluated on the criteria given bellow.

- A. University and community involvement.
- B. Extra-curricular involvement.
- C. Academic success.
- D. Any other criteria that the interviewing committee agrees upon before receiving the applications.

SECTION 6: Minimum Requirements

All student applicants shall meet the following requirements.

- A. Have and maintain a minimum 3.0 cumulative GPA.
- B. Have been a student in good standing at the university for at least three (3) consecutive quarters (excluding summer quarter) and continue to be a student in good standing at the university throughout their term if selected.


In addition, the applicant shall provide two letters of recommendation to be submitted with the gubernatorial application packet.


SECTION 7: Rescinded

Bylaw 2012-13/117 is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 5/6/19
ASEWU Executive Vice President Date

 5/6/19
ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/119</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>February 8, 2018</u>
Date Introduced:	<u>February 6, 2018</u>

An act relating to the ASEWU Council and work session minutes.
Be it enacted by the ASEWU Council that:

SECTION 1: Standard

ASEWU Council minutes shall be provided for as in the most recent edition of *Robert's Rules of Order, Newly Revised* except as provided for by additions and changes in the sections that follow.

SECTION 2: Content

ASEWU Council minutes shall include:

- A. Date;
- B. Time called to order and time adjourned by twelve (12) hour clock time;
- C. Members present and members absent; and
- D. Guests wishing to be recognized.

Work session minutes shall only include:

- A. Date;
- B. Time called to order and time adjourned by twelve (12) hour clock time;
- C. Members present and members absent; and
- D. Guests that attended.

SECTION 3: Voting

All minority votes and abstentions shall be listed in the text of the minutes by name, in order of Council position.

SECTION 4: Order

Items entered in the minutes shall be inserted in chronological order at the point in which they are read. Bylaws and amendments shall be listed in numerical order.

SECTION 5: Publication

The ASEWU Executive Vice President shall have prior ASEWU Council and work session minutes prepared for approval at the next regularly scheduled meeting of the ASEWU Council.

Content related changes shall be made on record at the Council meeting where they are approved.

SECTION 6: Distribution

So long as provided by state and federal laws, minutes shall be available upon request only after approval by the ASEWU Council. Unapproved ASEWU meeting minutes shall be distributed to ASEWU Council representatives at

least twenty-four (24) hours prior to the next regularly scheduled ASEWU Council meeting. Furthermore, the ASEWU executive vice president shall have the authority to use their discretion to distribute any unapproved minutes.

SECTION 7: Permanent Record

The permanent minutes shall incorporate all corrections, additions, and shall be a true and error free record.


SECTION 8: Rescinded

Bylaw 2009-10/119 is hereby rescinded.

SPONSOR(S): Sarahi Gutierrez

COMMITTEE REFERRAL: Review and Proposal

 2/13/18
ASEWU Executive Vice President Date

 2/13/18
ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/121A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>April 9, 2020</u>
Date Introduced:	<u>April 7, 2020</u>

An act relating to the ASEWU Council clerk.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The ASEWU executive vice president may appoint and remove a Council clerk subject to the advice and consent of the ASEWU Council to keep an accurate written record of all work sessions, Council meetings and special sessions of the ASEWU.

SECTION 2: Eligibility

To be eligible for the position of Council clerk, they shall meet the following requirements.

- A. Be a member of the ASEWU.
- B. Have and maintain a two point five (2.5) cumulative grade point average at the university.
- C. Currently be enrolled for at least six (6) credit hours.
- D. Have completed at least six (6) credit hours the previous quarter (excluding summer quarter).

SECTION 3: Duties

The Council clerk shall be responsible for the following items.

- A. Maintain a file of the official ASEWU Council minutes.
- B. Prepare documents upon request of the ASEWU Council.
- C. Manage a sign-in sheet and print agendas for the gallery in attendance at work sessions, Council meetings and special sessions.
- D. Upload the agendas and approved minutes of ASEWU work sessions, Council meetings and special sessions to the ASEWU website. Maintain and update the ASEWU website on a weekly basis.
- E. Send a compiled document of all biweekly reports from ASEWU members to the ASEWU Superior Court clerk and chief justice within two (2) business days of the deadlines.
- F. Maintain a master calendar of all ASEWU hosted events by each member and making sure updates are distributed biweekly to the director of SAIL and advisor for student organizations. Publish the monthly written reports of executive, Council, cabinet, and Court members to the ASEWU website, EagleSync and made available at the following Council meeting.
- G. Perform other Council related duties as requested by the ASEWU executive vice president.
- H. Under the direction of the executive vice president, prepare the agendas for all Council meetings and work sessions.
- I. Prepare minutes as assigned by the ASEWU executive vice president in accordance with Bylaw 119.

- J. The Council clerk shall be assigned to keep records at all ASEWU work sessions, Council meetings, special sessions and ASEWU standing committee meetings upon request.
- K. Provide assistance at the ASEWU front desk during scheduled office hours when requested by the ASEWU program support supervisor.
- L. Attend all regular ASEWU trainings, workshop, retreats and special events as voted upon by the ASEWU Council.
- M. The Council clerk shall attend no less than two (2) non-ASEWU hosted events per quarter that the clerk is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU executive vice-president in written form. Prepare and distribute at least one (1) written press release on a monthly basis and as necessary. The press releases should include the actions, activities, programs, legislative concerns and issues addressed by the ASEWU Council. These press releases may also include programs and concerns presented by ASEWU registered student organizations and the activities of the EWU Board of Trustees which directly or indirectly affect the general student population.
- N. Communicate at least one (1) time per quarter and as necessary with each of the following media outlets.
 - 1. *The Cheney Press*.
 - 2. *The Spokesman Review*.
 - 3. Any local area television and radio stations as needed.
 - 4. *The Easterner*.
- O. Attend and/or send a designee to set up and manage the live-stream equipment for all ASEWU Council meetings, work sessions and special sessions.

SECTION 4: Office Hours

The ASEWU Council clerk shall establish and maintain an average of eight (8) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter).

All hours must be documented.

SECTION 5: Reports

A weekly activity report shall be submitted weekly by the ASEWU Council clerk by 11:59 p.m. every Friday during the academic year to the ASEWU executive vice president. This report shall include the following items.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. All out of the office activities.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

A monthly written report shall be submitted by the ASEWU Council clerk and presented at the ASEWU Council meeting specified by the ASEWU executive vice president. Reports shall be submitted to all elected and appointed members of the ASEWU twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays, and shall include the following items.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

SECTION 6: Exceptions

Exceptions to the performance of duties of the Council clerk shall be permitted for any of the following reasons.

- A. Illness.
- B. Family emergency.
- C. Campus closure.
- D. Any other reason deemed excusable by consensus of the ASEWU Council presented at the next ASEWU Council meeting following the absence(s).

In the event that any of the above reasons interfere with the Council clerk's responsibilities, that person shall notify the ASEWU executive vice president of the situation as soon as possible.

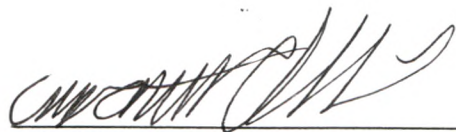
SECTION 7: Sunset Clause

This bylaw shall be effective from the date passed by the ASEWU Council, and signed by the president and executive vice president, until May 26th 2020 at which point the ASEWU Council will need to review the bylaw to determine whether to extend this sunset clause and/or approve additional edits as deemed necessary.

SECTION 8: Rescinded

Bylaw 2019-20/121 is hereby rescinded.

SPONSOR: Brian Moore



ASEWU Executive Vice President 4/14/2020
Date



ASEWU President 4-14-2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/123</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>December 5, 2019</u>
Date Introduced:	<u>November 18, 2019</u>

An act establishing a formal process for appointments made by the ASEWU president and executive vice president.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To ensure that all ASEWU president and ASEWU executive vice-president appointments are made with the advice and consent of the ASEWU Council.

SECTION 2: Committee Structure

All appointments made by the ASEWU president and executive vice president, as defined in the ASEWU Constitution, shall be interviewed by a hiring committee of the ASEWU prior to the appointment. This committee shall be established upon notification that a vacancy has or will occur in a position requiring appointment.

Each committee will be composed of the following individuals.

- A. The ASEWU executive vice president when appointing a Council clerk or Council representative.
- B. The ASEWU president for appointments of cabinet or Court.
- C. At least three (3) ASEWU Council representatives in each interview.
- D. Any other persons that the ASEWU Council sees fit.
- E. Any other ASEWU executive member may take part in the hiring committee.
- F. When appointing an ASEWU Superior Court associate justice, the ASEWU Superior Court chief justice shall take part in the hiring committee.

All interviews conducted during spring quarter for appointments to be made by the incoming ASEWU president or executive vice president shall be composed of the incoming ASEWU Council representatives.

In the event that three (3) ASEWU Council representatives are not willing to serve on the interviewing committee, then all of the members not willing to serve on the committee must present a signed waiver to the ASEWU Council and gallery at an ASEWU Council meeting, stating that they realize they are giving up their right to provide input in the appointment process and why they cannot serve on the committee. Submitted explanations could be used as grounds for nonperformance of duties.

SECTION 3: Committee Recruitment

To allow ASEWU representatives to be involved in the interview process, notice of establishing an interviewing committee must be provided to all ASEWU representatives in written form. Sign-up sheets will then be provided in the ASEWU office. After at least one (1) week, the committee shall establish meeting times. The interviewing committee will announce their meeting times to the

gallery at an ASEWU Council meeting, at least three (3) business days prior to the interviews.

SECTION 4: Interview Procedure

The position being filled must be advertised and open to potential applicants for at least one (1) week. The interviewing committees shall send invitations to candidates for interviews. The interviews shall be conducted in a question and answer format with the following provisions.

- A. The same number of Council representatives must be involved in each of the interviews for the same position being appointed.
- B. Have an established evaluation system before any interviews are held.
- C. Applicants that are tied after the first interview will be invited for a second interview and new questions shall be asked.

SECTION 5: Candidate Selection

With exception of the ASEWU executive vice president when appointing a Council clerk and the ASEWU president for all other appointments, each member of the committee shall complete an evaluation on each applicant. After all evaluations are completed, the interviewing committee, as a group, will prioritize the candidates for appointment. The executive vice president when appointing a Council clerk or Council member and the president for all other appointments, shall take this list into consideration when offering interviewing times. If the president or the executive vice president appoints a candidate that is not in agreement with the interviewing committee, the president or the executive vice president must announce such during discussion of the appointment and explain rationale for dissension.

SECTION 6: Interim Appointments

The ASEWU Council may by a majority vote authorize the ASEWU president to make an interim appointment for an ASEWU cabinet position pending the interview process outlined in this bylaw.

The ASEWU Council may by a majority vote authorize the ASEWU executive vice-president to make an interim appointment for Council clerk pending the interview process outlined in this bylaw.

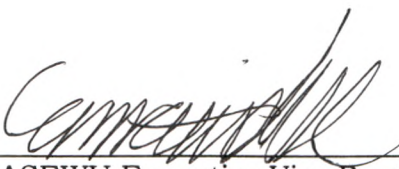
Following an interim appointment, the interview process is to take place within ten (10) business days.

SECTION 7: Rescinded

Bylaw 2018-19/123 is hereby rescinded.

SPONSOR: Brian Moore

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 1/5/2020
Date



ASEWU President 1/5/2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/201</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to ASEWU election policy.
Be it enacted by the ASEWU Council that:

SECTION 1: Voting Procedures

No student shall be allowed to vote if the student's name is not in the student alpha listing unless written authorization from both the Registrar's office and the vice-president for student affairs is presented to and documented by the election clerk.

- A. Voting can occur by electronic or traditional methods.
 - 1. Electronic voting shall be defined as the use of electronics and ASEWU Council approved software to submit and tabulate electronic ballots.
 - 2. Traditional voting shall be defined as the use of paper ballots.
- B. Electronic voting in all ASEWU elections shall occur as follows.
 - 1. The electronic voting system shall provide the voter with a ballot and instructions on how to submit their vote.
 - 2. It is the responsibility of the election clerk at each polling station, to regularly check and remove any campaign paraphernalia left at or around the polling booth.
- C. Traditional voting in all ASEWU elections shall occur as follows:
 - 1. The voter shall present picture identification to an election clerk and sign their full name and current address. The election clerk shall not return the student's picture identification until after he/she has returned their ballot.
 - 2. The student will have to furnish their student identification number if they do not use their EWU Eagle card.
 - 3. The election clerk shall give the voter a ballot and direct the voter to a voting booth.
 - 4. Upon receiving the complete ballot, the election clerk shall drop the ballot into the ballot box while in the presence of the voter.
 - 5. It is the responsibility of the election clerk to regularly check and remove any campaign paraphernalia left at or around the polling booth.

SECTION 2: Ballot Structure

The ASEWU election ballot shall be arranged so that there are separate sections for each elected position.

The names will appear on the ballots in a randomized order.

In electronic voting, the random order shall be determined by the software program. The software will continue to randomize the candidates' names throughout the voting process. In traditional voting, the random order shall be determined by drawing the candidates' names from a container by the director of elections, witnessed by two (2) staff members of Student Life, such as the dean of students or the director of Student Activities, Involvement and Leadership or designee.

SECTION 3: Polling Locations and Times

Polling locations shall adhere to the ASEWU constitutional requirements outlined in Article V, Section IV. The director of elections will submit to Council a list of the designated polling locations and times at least ten (10) business days prior to the election date.

No candidate or campaign shall advertise the use of a specific personal or University computer for voting purposes except for ASEWU Council approved polling locations without written permission from the director of elections and ASEWU president.

SECTION 4: Advertising for the Elections

The ASEWU shall budget for and may purchase a voter's pamphlet when necessary for any and all ASEWU elections. It shall include the following information:

- A. A sample ballot with candidates organized by position and in the order that the completed election packets were received in the ASEWU office;
- B. Times and location of all polling places;
- C. Where the student can vote absentee;
- D. Referendums and initiatives can also be advertised by the ASEWU provided that there is equal space provided to both supporting and opposing viewpoints.

SECTION 5: Vote Tabulation Procedures

- A. In electronic voting, tabulations of all ASEWU elections shall occur as follows:
 1. Throughout the election, the electronic voting system shall count all votes cast. Knowledge of the election results shall be limited to the director of elections and the elections software manager until the polls close. Sanctions for violations of this clause shall be handled under current bylaw 114 and 211.
 2. Within twenty-four (24) hours after the last polling station closes, the electronic voting system shall post the unofficial election results. The results will become official only after the ASEWU Council approves them.
- B. In traditional voting, tabulation of all ASEWU elections shall occur as follows:
 1. After a polling location closes, the ballot boxes shall be brought to a central location and shall be opened by the ASEWU Director of Elections in the presence of the election clerks and such candidates for office who wish to be present.
 2. The election clerks shall empty the ballot boxes; examine the ballots for improper markings or bends and correct such defects; check for write-ins; count the ballots; and verify the count against the number on the voter sign-in lists.
 3. One (1) election clerk and the director of elections shall take the ballots to a "predetermined, Council approved" tabulation site within twenty-four (24) hours following the closing of the polls.

SECTION 6: Ballot Storage

- A. In electronic voting, the ASEWU director of elections shall store the following

items in the ASEWU shared drive and a designated storage location, for a period of six (6) months after the election.

1. A hardcopy print-off of the ballots cast.
 2. An electronic copy of the ballots cast.
 3. A student alpha listing, maintained by professional staff member of Office of Information Technology and ASEWU program support supervisor I.
- B. In traditional voting, the ASEWU director of elections shall store in a location specified by the ASEWU Council, for a period of six (6) months after the election:
1. The actual paper ballots.
 2. Student alpha listings.
 3. The voter sign-in list.

SECTION 7: Recounts

Any candidate for election may request a recount at no cost to the candidate if the difference between the winner and loser is five percent (5%) or less. Otherwise, if the difference is over five percent (5%), the candidate must pay all costs for a recount.

SECTION 8: Absentee Ballots

A student may obtain an absentee ballot prior to the day of election from the ASEWU president's office or any location designated by the ASEWU Council and returned to said locations prior to the ASEWU election day.

SECTION 9: Voting Infractions

If a student is found to have voted more than once in a given election, then the complaint will be filed with Office of Students Rights and Responsibilities, for review of the alleged violation of the Eastern Washington University current Student Conduct Code.

SECTION 10: Rescinded

Bylaw 2012-2013/201 is hereby rescinded.

SPONSOR: Justin McBride and Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal.

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/202</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>November 6, 2018</u>
Date Introduced:	<u>November 2, 2018</u>

An act relating to the ASEWU student election schedule.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To establish a timeline for candidacy applications and polling times for student elections during the academic year.

SECTION 2: Filing for Candidacy

Filing for candidacy shall be open for at least nine (9) business days; open no later than the ninth week of winter quarter and close no later than the tenth week of winter quarter.

SECTION 3: Candidacy Information Sessions

At least two (2) information sessions for candidacy applicants shall be held by the director of elections or designee no later than the last scheduled day of filing.

SECTION 4: Primary Elections

Primary elections shall open at 8:00 a.m. on the second Tuesday of spring quarter and close at 10:00 p.m. on the second Thursday of spring quarter. Changes to election days may be approved with a two-thirds ($\frac{2}{3}$) majority vote by the ASEWU Council no later than the last Council meeting of winter quarter.

SECTION 5: General Elections

General elections shall open at 8:00 a.m. on the fourth Tuesday of spring quarter and close at 10:00 p.m. on the fourth Thursday of spring quarter. Changes to election days may be approved with a two-thirds ($\frac{2}{3}$) majority vote by the ASEWU Council no later than the last Council meeting of winter quarter.

SECTION 6: Special Elections

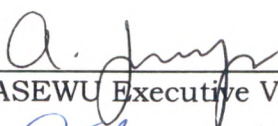
Special elections shall open at 8:00 a.m. on the first day approved by the ASEWU Council and shall close at 10:00 p.m. on the last day approved by the ASEWU Council.

SECTION 7: Run-off Elections

If necessary, run-off elections shall open at 8:00 a.m. on the second Tuesday following a general or special election and close at 10:00 p.m. on the second Wednesday following a general or special election. Changes to election days may be approved with a two-thirds (2/3) majority vote by the ASEWU Council.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President Date 5/6/19



ASEWU President Date 5/6/19

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/203</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to seeking ASEWU elective office.
Be it enacted by the ASEWU Council that:

SECTION 1: Candidate Eligibility

For a member of the ASEWU to be deemed an eligible candidate for an elective office, they shall meet or exceed the qualifications for said office as provided in the ASEWU Constitution, Article V and grant access to all records necessary to verify said qualifications. A candidate's name shall not appear on the ballot or in the ASEWU voters' publication, nor shall a candidate distribute campaign materials until such time as a declaration is made and the eligibility of said candidate has been verified.

SECTION 2: Filing Dates

Filing period for candidacy for an ASEWU elective office shall be in accordance with the ASEWU Constitution, Article V, Section I and as required by rules governing any special election.

- A. To have their name appear on the primary election ballot and be deemed eligible, a member of the ASEWU shall complete and submit all required documentation received in the elections packet during the defined filing period.
- B. A write-in candidate may also have their name added to the general election ballot provided they meets the qualifications and conditions listed under Section 4 of this bylaw.

SECTION 3: Declaration of Candidacy

Prior to participating in the election process, a member of the ASEWU shall file and declare their candidacy for an elective office by properly completing and submitting all required documentation including stating which office they are seeking. Upon verification of eligibility, the said ASEWU member shall be deemed a declared candidate.

- A. Only names of qualified candidates shall appear on a ballot.
- B. A qualified candidate shall not be considered a valid candidate for any office other than the one for which their name appears on the ballot.
- C. A candidate's name shall only appear on the ballot for one (1) office.
- D. A candidate shall not simultaneously campaign for multiple offices.
- E. A qualified candidate may withdraw that status and seek an alternate office as a write-in candidate by submitting written notification of that intent to the director of elections at least seventy-two (72) business hours prior to the opening of the polls for the primary election. The following written notification shall mean the following.
 1. Campaigning for the alternate office shall not occur until verification of eligibility for the alternate office has been determined.

2. The forfeiture of all privileges of a qualified candidate including the removal of their name from the ballot for the original applied office.
3. The termination of further consideration for the original applied office.
4. Any candidate switching positions must remove all campaign materials prior to filing for a different position.

SECTION 4: Withdrawing Of Candidacy

A candidate may withdrawal from elections at any time. In order for their name to be removed from the ballot, they must submit a written and signed letter to the director of elections or their designee.

SECTION 5: Write-in Candidates

A student of Eastern Washington University may have their name appear on the general election ballot as a write-in candidate if the individual meets all of the following conditions.

- A. Received at least fifty (50) votes for a specific position during the primary election.
- B. Received either the most or second most votes for that specific position during the primary election.
- C. The write-in candidate has stated their desire to run for the specific position. Upon agreeing to run, the write-in candidate shall complete, sign and submit all required documentation contained in the ASEWU elections packet.
- D. Any campaigning done by the write-in candidate prior to submitting all required documentation must follow the ASEWU Constitution and all Bylaws.
- F. The eligibility of the write-in candidate shall be verified by the ASEWU director of elections.

In the event that a candidate who had qualified for the general election withdraws from the election, the candidate receiving the next highest amount of votes shall qualify for the general elections as a write-in provided that they meet the criteria in Section 5, item A in this bylaw.

If an ASEWU member's name is submitted as a write-in candidate, the name must be legible to the ASEWU director of elections and an assisting election clerk.

If no candidate receives the required percentage to be elected to office as outlined in the ASEWU Constitution (Article V, Section VII) and there is at least one eligible candidate after the general election, then there will be a "special election" held for that position and any other matter deemed necessary by a majority of the ASEWU Council.

SECTION 6: Rescinded


Bylaw 2012-13/203 is hereby rescinded.

SPONSOR: Justin McBride and Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2018-19/204
Disposition: Passed
Date of Disposition: November 6, 2018
Date Introduced: November 2, 2018

An act relating to ASEWU candidacy information session.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To establish the contents presented at the candidacy information sessions to inform applicants about the rules, regulations, the ASEWU Constitution and Bylaws and university policies for campaigning during elections.

SECTION 2: Presentation

The session will cover the following requirements.

- A. The eligibility of candidates based on the ASEWU Constitution.
- B. The process of primary and general elections.
- C. The use and submission of campaign expense forms.
- D. Rules and regulations of the EWU's poster policy and related advertisements.
- E. Campaign restrictions within residence halls, student organizations and polling stations.
- F. Restrictions of university supplies and expenses.
- G. The process for submitting grievances, the Election Board hearings and the ASEWU Superior Court appeal hearings.
- H. Any Bylaws in the 200 series not mentioned above.
- I. Any other information the director of elections deems pertinent.

SECTION 3: Make-Up Meeting Process for Candidates

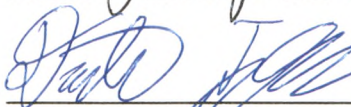
If a candidate cannot attend a candidacy information session, it is their responsibility to schedule a meeting with the director of elections or designee. The candidate is not eligible to campaign or have their name on the ballot until they complete this requirement. This make-up meeting should be completed prior to the start of primary, general and/or special elections.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 5/6/19
Date



ASEWU President 5/6/19
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/206A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to ASEWU election campaigns.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

There shall be uniform regulations governing the election process for the ASEWU in order to maintain a level of fairness, integrity, and equality of opportunities for each candidate to conduct a legitimate campaign.

SECTION 2: Use of ASEWU Titles

All ASEWU Council titles (e.g. ASEWU president, ASEWU executive vice president, etc.) are the property of the Associated Students of Eastern Washington University, Inc. and shall not be used as part of an endorsement of a candidate for an ASEWU office or an ASEWU ballot initiative or referendum. This shall not restrict the use of ASEWU logos and/or titles in campaign materials.

SECTION 3: Regulation Distribution

The ASEWU director of elections shall provide a copy of the ASEWU election bylaws and campaign policies to each potential candidate for an ASEWU office and upon request to a member of the university community.

In addition to other requirements, candidates must complete and sign all necessary documents contained in the election packet they received before the student can be considered an eligible candidate.

SECTION 4: Campaign Conduct

Campaigns shall comply with the current EWU Student Conduct Code, ASEWU Constitution and Bylaws, university policies concerning elections, and local, state, and federal laws. A candidate may not publicly confront another candidate with an allegation of election policy violation. Such allegations are to be properly submitted formally in writing on the appropriate ASEWU "Election Grievance Form" to the director of elections or their designee, as soon after realization of said violation as possible.

- A. A candidate must campaign on their own merit through written, recorded, and/or electronic platforms. Untrue or unsubstantiated statements shall not be permitted.
- B. A candidate is ultimately responsible for their campaign and the activities and conduct of those who assist the candidate in that campaign.
- C. Removing, covering, or altering in any way the campaign material of another candidate is prohibited.
- D. Campaign paraphernalia shall not be posted on classroom surfaces (e.g. walls, doors, glass, windows, and bulletin boards). Campaigning shall

not be allowed in a classroom, nor shall a candidate request from an instructor the opportunity to address formally students during class periods.

- E. A campaign shall not utilize amplification (voice, music, etc.) except as provided at an activity sponsored by the ASEWU for all qualified candidates.
- F. Campaigning shall not impede the normal flow of pedestrian or automobile traffic; pose a potential hazard to others, or the campaigner.
- G. On the established election days, campaigning shall not occur within any building where an ASEWU designated polling location has been assigned, within fifty (50) feet of an ASEWU designated polling location, including the use of location based social media content, or in the direct line-of-sight of a voter at the polls.
- H. A current ASEWU Council member shall not use the word "re-elect," when running for a different position than currently holding other than to say, "re-elect to student government."
- I. All candidates shall abide by the rules and regulations of the EWU Campus Poster Policy.

SECTION 5: Campaign Materials

Campaign materials shall not be posted on, adhered or attached to, in such a way that may result in damage to, or leave residue on, any surface or structure upon its removal, or pose a potential hazard while said material is in place. Posting and distribution of campaign materials shall be in compliance with university policies. Campaign materials may include, but are not limited to, flyers, posters, signs, social media platforms, and balloons.

All campaign expenses made by candidates must be limited to a monetary amount not to exceed five-hundred dollars (\$500) out of pocket total for both primary and general elections in the current school year. Total receipts shall be itemized and submitted to the director of elections one (1) day after the respective primary and general election dates. In the event of a special runoff election, an additional one-hundred dollars (\$100) may be spent by viable candidates. All costs associated with candidates are at the expense of the candidate.

- A. Campaign materials shall not be posted or distributed until filing has been completed and the election contract approved by the ASEWU director of elections or the ASEWU program support supervisor. Candidates must also attend the mandatory election candidate information session. A campaign shall not cause an expense to the university. Utilizing state supplies, materials, or services for production, reproduction, or distribution of materials is prohibited except where such is available for purchase.
- B. Campaign materials shall not be posted or distributed on the second floor of the Pence Union Building within fifty (50) feet of the ASEWU office unless officially sponsored by the ASEWU; affixed to a tree or sidewalk; or placed on any glass or painted surface on campus.
 - A. A stake on which campaign materials are affixed shall not be driven into the ground to a depth greater than six (6) inches and no closer

than two (2) feet to a sidewalk or curb to avoid damage to underground pipes or cables. In the event that damage to an underground system occurs, the candidate whose materials caused the damage shall be financially and otherwise responsible.

A candidate's campaign materials posted on a bulletin board shall not exceed, or cover an area greater than one (1) square foot in size or be posted on a bulletin board marked "restricted" by a department office or program. Campaign materials shall not be distributed on cars in all parking lots (university-owned or otherwise) or posted in restroom facilities (plumbing problems). A reasonable attempt will be made to ensure litter is not generated by campaign activities.

- A. A candidate is responsible for the removal and proper disposal of their campaign materials (includes posters/flyers, table tents, tape, staples, stakes, etc.) within seventy-two (72) hours, starting midnight the day after the general election.
- B. All candidates will be held responsible and accountable for their own campaign materials as to their placement and distribution regardless of who posts and distributes said materials.

SECTION 6: Residence Halls

Campaigning in the university residence halls shall be governed by the guidelines established by the individual residence halls and the following regulations:

- A. The chief housing officer (or designee) and the ASEWU director of elections shall coordinate specific dates and events for candidates to campaign in the residence halls based off the date of the election. No individual campaigning will be allowed in the residence halls outside of the agreed upon dates and events determined by the chief housing officer (or designee) and the ASEWU director of elections;
- B. When campaigning in the residence halls, the campaign shall not infringe upon the right to privacy of all the residents in a given residence room, if so declared by a note affixed to the residents door stating not to be disturbed. Restricted activities would include: knocking on the residents door, posting materials on their door, or sliding materials under the door;
- C. When campaigning in the residence halls, materials shall not be distributed on a resident's door without the expressed permission of said resident;
- D. Campaign materials shall not be placed in a resident's mailbox unless it is the result of the normal delivery of postage-paid mail; and
- E. All candidates shall abide by the rules and regulations of the Residence Hall Poster Policy.

SECTION 7: Registered Clubs and Organizations

Any ASEWU recognized club or organization that allows or offers a single candidate the opportunity to speak with its members, distribute campaign materials to its members, or take other actions that could possibly assist an

ongoing campaign must also allow all candidates for that position the same aforementioned opportunity.

All opportunities and invitations by clubs and organizations must be posted by the ASEWU director of elections or their designee two (2) business days prior to the event.

SECTION 8: Forum and Debate

- A. Forums may be conducted provided that each candidate is given reasonable opportunity and notification to participate in all forums.
- B. In regard to referendums or initiatives, they may be debated provided that both sides (pro and con) have an equal opportunity to address the issue(s).

SECTION 9: Election Violation

A candidate or campaign that does not adhere to the ASEWU Constitution and Bylaws or university policy governing an individual's conduct during the ASEWU election process or disregards a ruling administered by the director of elections, the Election Board, or the ASEWU Superior Court may be subject to election related sanctions or further university disciplinary action.

SECTION 10: Rescinded

Bylaw 2017-2018/206 is hereby rescinded.

SPONSOR: Justin McBride, Sarahi Gutierrez, Raul Sanchez and Ashley Jenniges

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 5/30/18
Date



ASEWU President 5/30/18
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/208</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to the course of action in filing an election grievance.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

There shall be a uniform procedure for students of Eastern Washington University to file a grievance as it pertains to election policy violation during an ASEWU election.

SECTION 2: Format

All election grievances shall include a detailed account of the incident and be submitted on the proper forms and include the necessary information and facts.

- A. The ASEWU Election Grievance Form for filing an election grievance shall be obtained from EagleSync, the director of elections, their designee or the ASEWU program support supervisor.
- B. The form shall be completed and submitted on EagleSync, to the director of elections or their designee and shall include and specify the necessary information and facts.
 - 1 The candidate(s), campaign, or student(s) that has allegedly violated an ASEWU election policy.
 2. The section(s) of the ASEWU Constitution, ASEWU Bylaw(s), and/or university policy that allegedly has been, or is being, violated.
 - 3 A factual account of the allegation, any pertinent information or circumstances about said election policy violation, and/or witnesses that may be called to corroborate facts as presented.
 - 4 The desired grievance resolution: a hearing and subsequent ruling by the director of elections or before the Election Board.
- C. Additional pages may be attached to the physical ASEWU Election Grievance Form.

SECTION 3: Submission of Grievance Documentation

The director of elections or ASEWU program support supervisor shall secure the submitted grievance form. All election grievances shall be filed and submitted in the following manner:

- A. One (1) electronic copy of the completed election grievance form shall be submitted to EagleSync or two (2) sealed physical copies of the completed election grievance form shall be submitted to the director of elections or their designee by the person filing the grievance upon realization of an alleged violation and no later than 5:00 p.m. the business day immediately following the election (primary, general, or special).
- B. The director of elections or their designee shall record the following information: the date and time the form was received; the grievance filer's name, address and phone number; and the name of the alleged violator(s). The filer shall be given a signed proof-of-receipt slip if a physical copy was submitted.

- C. The director of elections shall furnish a copy of the grievance to the alleged violator(s).

SECTION 4: Notification

Within three (3) business days of receipt of any election grievance, the director of elections shall contact the individuals referenced in the grievance. Three (3) documented attempts shall be made in a timely and professional manner to speak directly with the individual(s) referenced and a follow-up correspondence shall be issued for the purpose of documentation.

Following the notification process, the director of elections may select to take one of the following actions.

- A. With consent of the complainant and accused, review said grievance and determine a grievance resolution and/or sanction(s).
- B. Convoke the Election Board for the purpose of hearing said grievance.
- C. Convoke the ASEWU Superior Court for the purpose of hearing an appeal of a grievance resolution and/or sanction(s).

SECTION 5: Rescinded

Bylaw 2012-13/208 is hereby rescinded.

SPONSOR(S): Justin McBride and Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President Date 5/30/18



ASEWU President Date 5/30/18

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/211</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to election violations.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of this legislation shall be to provide guidelines for the Election Board in conducting Election Board sanctioning process and/or appeals to the ASEWU Superior Court.

- A. Assumptions: Proper election procedure shall be assumed for all ASEWU elections until such time that the Election Board rules that there has been an actual violation.
- B. Burden of Proof: The burden of proof shall be placed upon the person filing and submitting the ASEWU Election Grievance Form.
- C. Ignorance: Ignorance of election policies is not a valid excuse. It is the duty of all parties involved to be aware of all election policies.
- D. Evidence: Any and all evidence shall be brought forth by all parties at the Election Board hearing.
- E. Testimony: Testimony shall be heard by the Election Board at the Election Board hearing. Individuals wishing to testify may do so and will be given a maximum time limit of ten (10) minutes.
- F. Questioning: The Election Board at the Election Board hearing may question any and all persons to the satisfaction of the Board.
- G. Finding: Findings shall be based upon a preponderance of the evidence.
- H. Discretion: All other matters not stated herein shall be left at the prudence of the Election Board.

SECTION 2: Degrees of Action for Candidates

Should there be an actual policy violation by the candidate, there shall be sanctioning available.

Sanctions available to Director of Elections:

- A. Admonition: An oral statement to a student that they had violated ASEWU election rules and regulations; and/or
- B. Warning: A notice to the student or organization that has violated the rules and that any repeated or continuing violation of that standard may result in more severe disciplinary action. A warning must be written.

Sanctions available to Elections Board:

- A. Admonition: An oral statement to a student that they had violated ASEWU election rules and regulations;
- B. Warning: A notice to the student or organization that has violated the rules and that any repeated or continuing violation of that standard may result in more severe disciplinary action, a warning must be written; and/or
- C. Disciplinary probation: A formal action which places one (1) or more of the following actions for a specified period of time:

- a. Demand the candidate to remove all physical campaign materials, social media campaigns, and/or disallow any further campaign materials from being posted;
- b. Disallow any form of campaigning as deemed by the Election Board, not to exceed five(5) business days; and/or
- c. Removal of the candidate's name from the ballot.

The Election Board has the right to use any combination of these sanctions in determining their decision.

SECTION 3: Consideration

When determining the degree of action to be taken, the Election Board and/or the ASEWU Director of Elections shall take into consideration the following issues and concerns.

- A. If the violation affected all candidates equally or if the violation singled-out one (1) individual to their detriment or excessive benefit;
- B. The severity of the violation; and/or
- C. If the result of the election could have been different if there had been no violation.

SECTION 4: Rescinded

Bylaw 2012-13/211 is hereby rescinded.

SPONSOR: Justin McBride and Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/212</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 12, 2020</u>
Date Introduced:	<u>March 10, 2020</u>

An act establishing and relating to an election board.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The ASEWU Election Board shall be established to enforce the election policies and procedures within its jurisdiction as set forth by the ASEWU Council and to serve as a lower court in the election grievance procedure.

SECTION 2: Membership

The ASEWU Election Board shall consist of five (5) members of the ASEWU who shall comprise the voting membership. The director of elections and/or the dean of students or their designee shall be an ex-officio member(s) of the ASEWU Election Board. Three (3) members shall constitute a quorum.

SECTION 3: Qualifications

To be a member of the Election Board, a student shall adhere to the following requirements.

- A. Be a current member of the ASEWU.
- B. Have completed a minimum of one (1) quarter at EWU.
- C. Is not currently a member of the ASEWU Council, cabinet, Superior Court or office staff, an executive or representative assistant and is not related to a candidate for ASEWU office.

While serving on the ASEWU Election Board, a member shall not participate in any significant manner in the campaign of a candidate for any ASEWU office.

SECTION 4: Appointments

The director of elections, after conferring with the dean of students or designee, shall submit to the ASEWU president a list of five (5) appointees to the board. Two (2) additional appointees may be submitted as alternates, for a total of seven (7) appointees. Upon receipt and without alteration, the ASEWU president shall submit the list of appointees to the ASEWU Council for its advice and consent.

SECTION 5: Term

The term of office for the Election Board shall be from the date of appointment until the end of the academic year in which the appointment is made.

SECTION 6: Voting

Voting at an Election Board meeting shall be as follows.

- A. Each member of the voting membership shall have one vote.
- B. In the case of a tie, the grievance shall be submitted to the ASEWU Superior Court for appeal.

SECTION 7: Chairperson

The chairperson shall be a member of the Election Board and shall be elected from and by the voting membership of the board and serve for the duration of the term of the Election Board. The chairperson shall chair all Election Board meetings and coordinate with the Council clerk or designee to ensure that an accurate record of all votes taken and decisions rendered during each Election Board meeting is maintained and submitted to the director of elections.

SECTION 8: Meetings

The Election Board shall convene at the request of the director of elections, ASEWU president or at the request of a candidate filing an appeal of a ruling made by the director of elections.

SECTION 9: Responsibilities

Participation of the director of elections and the dean of students and/or designee in an Election Board hearing shall be limited to the giving of testimony and providing information to the board; ex-officio members shall not provide a recommendation as to a desired ruling or sanction to members of the board. The responsibility of rendering judgment and the enforcement of election policies and procedures not explicitly delegated to the Election Board or other ASEWU officials or employees shall hereby be delegated to the director of elections. In the absence of a board, all responsibilities concerning the hearing of an election grievance herein delegated to the Election Board shall be delegated to the ASEWU Superior Court.

SECTION 10: Removal of Members

Any member of the election board may be removed by a resolution of the Election Board, approved by the dean of students or designee, or by a written request from the ASEWU director of elections and approved by the ASEWU Council with a two-third ($2/3$) vote.

SECTION 11: Election Board Hearing

- A. Determination of an actual policy violation shall be reviewed by the Election Board in accordance with the current ASEWU Bylaw 211.
- B. An Election Board hearing shall be open to the public and must have a quorum of members present. The members must have agreed to convene on a specific date, time and place.
- C. The sole purpose of the hearing shall be to determine if an election related violation occurred. This hearing shall be held prior to the start of the next regularly scheduled ASEWU Council meeting.
- D. The hearing date, time and place shall be posted at the same location(s) as the election results.
- E. After hearing public testimony, the Election Board shall recess from the open hearing to deliberate in a closed session to determine if an actual policy violation occurred. .
- F. Written copies of the decision shall be given to the director of elections, ASEWU president, dean of students or designee and all parties involved within five (5) business days of the hearing.

SECTION 12: Results

The parties directly involved shall be notified in an expeditious manner the results by the director of elections. The director of elections shall record at what time, date and method of notification was made to the parties involved.

Written copies of the decision shall be given to the director of elections, ASEWU president, dean of students, and/or designee and all parties involved within five (5) business days of the hearing.

SECTION 13: Appeals

The results of the Election Board sanctioning process may be appealed to the ASEWU Superior Court within two (2) business days.

SECTION 14: Rescinded

Bylaw 2017-18/212 are hereby rescinded.

SPONSOR: Gloria Bravo and Brian Moore

COMMITTEE REFERRAL: Review and Proposal

 3/17/2020

ASEWU Executive Vice President Date

 3-17-2020

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/301</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 15, 2018</u>
Date Introduced:	<u>March 13, 2018</u>

An act relating to the appointment of student-at-large members of ASEWU and University committees.

Be it enacted by the ASEWU Council that:

SECTION 1: Appointment

Student members of ASEWU, faculty, and university committees shall be appointed by the ASEWU President with the advice and consent of the ASEWU Council.

SECTION 2: Selection

The following selection and appointment procedure shall be used by the ASEWU to fill above stated positions.

- A. Applications for appointed positions shall be completed by each applicant and turned in to the ASEWU offices.
- B. Upon receipt of an application, it shall be determined whether or not the applicant is eligible. If the applicant is eligible, the ASEWU President, or their designee, may schedule and conduct an interview with the applicant(s) as soon as possible.
- C. Upon selection of an applicant, the ASEWU President shall forward the applicant's name to the ASEWU Council at an ASEWU Council meeting for their approval.

SECTION 3: Record

The student's name and the committee they were appointed to shall be recorded in the ASEWU Council minutes.

SECTION 4: Term

All student-at-large appointments to these committees shall serve until the last day of spring quarter, unless otherwise specified in the individual committee. Students shall be eligible for re-appointment at the end of their respective terms.

SECTION 5: Removal of Members

A student-at-large member of these committees may be removed by the ASEWU President with a majority vote of the ASEWU Council.

The chairperson shall forward the name of the student-at-large committee member to the ASEWU President for removal for the following reasons:

- A. The member is absent for two (2) consecutive meetings or a total of three (3) meetings in any academic quarter.
- B. The member fails to perform the duties of a member as listed in the committee's respective bylaws.
- C. A vote by two-thirds (2/3) of the voting members of the respective committee.

The removed member may appeal their removal to the ASEWU Superior Court as prescribed by Article IV of the ASEWU Constitution.

SECTION 6: Compensation

Student-at-large members of ASEWU chaired committees shall receive a quarterly compensation in the form of a twenty-five dollar (\$25.00) gift certificate to the Eastern Washington University Bookstore. Current student government members who are paid student employees are not eligible for this additional monetary incentive.

The above stated compensation shall be paid the final Tuesday of each academic quarter provided the committee met during the said quarter.

SECTION 7: Rescinded

Bylaw 2012-13/301 is hereby rescinded.

SPONSOR: Sarahi Gutierrez

COMMITTEE REFERRAL: Review and Proposal

 3/21/18

ASEWU Executive Vice President Date

 3/21/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/302</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act relating to the ASEWU Student Legislative Action Committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

A Student Legislative Action Committee, hereafter referred to as SLAC, shall be established to provide a direct student voice in lobbying efforts conducted by the ASEWU, and to inform and involve students in legislative issues that impact them and the institution.

SECTION 2: Membership

The voting membership of the SLAC shall consist of:

- A. At least (4) four students at large appointed by the ASEWU president with advice and consent of the ASEWU Council.
- B. The ASEWU legislative affairs representative.

The non-voting membership of the SLAC shall consist of:

- A. The ASEWU legislative liaison.
- B. Any student.

SECTION 3: Vacancy

Upon the occurrence of a vacant student-at-large position, the ASEWU Council can approve a qualified ASEWU-appointed official to that position until a qualified a qualified at-large student applies. Upon appointment of an at-large student, the ASEWU official shall relinquish their committee position.

SECTION 4: Chairperson

The chair for the SLAC shall be the ASEWU legislative affairs representative. They shall:

- A. Chair all SLAC meetings.
- B. Ensure accurate records are kept of SLAC meetings.
- C. Vote only in case of a tie.

SECTION 5: Meetings

The SLAC shall meet at least three (3) times a quarter, excluding summer quarter, and as necessary.

SECTION 6: Responsibilities

It shall be the responsibility of the SLAC to:

- A. Assist in the development of a legislative agenda for later approval by the ASEWU Council.
- B. Develop and coordinate efforts to inform and involve the student body in legislative issues that affect them.
- C. Actively recruit students to participate in lobbying efforts coordinated by the ASEWU legislative liaison during the legislative session.

D. Assist in any lobbying efforts of the ASEWU legislative affairs representative and legislative liaison.

Recommend students to represent the ASEWU at WSL General Assemblies to the president.

SECTION 7: Removal of Members

Any student member of the SLAC may be removed from the committee for failure to meet their responsibilities by a resolution from SLAC that is approved by two-thirds ($\frac{2}{3}$) vote of the ASEWU Council.

SECTION 8: Rescinded


Bylaw 2012-13/302 is hereby rescinded.

SPONSOR: Benjamin Rowe and Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-2020/304</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>December 5, 2019</u>
Date Introduced:	<u>November 18, 2019</u>

An act relating to the ASEWU Academic Committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of the ASEWU Academic Committee is to give students the opportunity to discuss issues pertaining to academic affairs; connect students from each college at the university; strive to focus on student academic success; and increase student involvement.

The ASEWU Academic Committee shall serve as an advisory body to the ASEWU academic affairs representative and ASEWU Council.

SECTION 2: Membership

The membership of the ASEWU Academic Committee shall consist of the following.

- A. ASEWU academic affairs representative.
- B. At least one (1) student representatives from the following programs.
 1. College of Arts, Letters and Education (CALE).
 2. College of Business and Public Administration (CBPA).
 3. College of Health Sciences and Public Health (CHSPH).
 4. College of Social Sciences (CSS).
 5. College of Science, Technology, Engineering and Mathematics (CSTEM).
 6. University College.

Membership for students at large within this committee may continue into the next academic year unless otherwise decided upon by a two-thirds ($2/3$) vote by ASEWU Council.

SECTION 3: Chairperson

The chairperson for the ASEWU Academic Committee shall be the ASEWU academic affairs representative. The chairperson shall be responsible for the following.

- A. Chair all ASEWU Academic Committee meetings.
- B. Ensure accurate records are being kept.
- C. Bring pertinent materials and information to meetings.
- D. Present a report to the provost and faculty president on a quarterly basis (excluding summer quarter) on topics discussed by the committee.
- E. Vote only in the event of a tie.

SECTION 4: Meetings

The ASEWU Academic Committee shall meet at least once during the quarter, excluding summer quarter, and as necessary.

SECTION 5: Voting

No official action shall be taken during any meeting of the ASEWU Academic Committee without the presence of a quorum. Quorum shall consist of a simple majority of the ASEWU Academic Committee voting members.

SECTION 6: Responsibilities

It shall be the responsibility of the ASEWU Academic Committee to work on the following areas.

- A. Address and discuss issues relating to academic affairs across campus.
- B. Advise the ASEWU academic affairs representative on issues pertaining to each college.
- C. Recommend policies, strategies and programs, which support the goals of academic affairs at EWU.
- D. Develop and implement ideas and strategies relevant to issues of academic affairs.

SECTION 7: Vacancy

In the event of a vacant position, the ASEWU Council may approve a qualified ASEWU appointed official until the appointment of a new student to the committee. Upon said appointment, the ASEWU official shall relinquish their committee position.

SECTION 8: Removal of Members

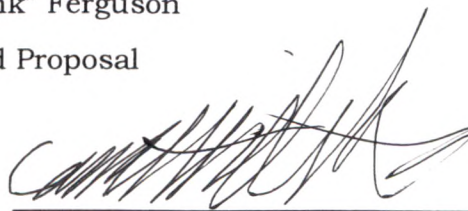
Any student on the ASEWU Academic Committee may be removed from the committee for failure to meet their responsibilities by a resolution from the ASEWU Academic Committee that is approved by two-thirds (2/3) vote by ASEWU Council.

SECTION 9: Rescinded

Bylaw 2018-19/304 is hereby rescinded.

SPONSOR: Brian Moore and Eric "Hank" Ferguson

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 1/5/2020
Date



ASEWU President 1/8/2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/307</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 2, 2019</u>
Date Introduced:	<u>April 16, 2019</u>

An act relating to the ASEWU Student Needs Advisory Committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The Student Needs Advisory Committee, hereafter referred to as SNAC, shall provide students the opportunity to discuss issues on campus, receive feedback and relay the information to the ASEWU Council to advocate for the needs of students to improve health and safety services.

SECTION 2: Membership

The membership of the SNAC shall consist of the following individuals.

- A. ASEWU student health and safety services representative.
- B. Three (3) students-at-large.
- C. One (1) graduate student-at-large.
- D. One (1) student member of the Residence Hall Association (RHA).

The non-voting membership of the SNAC shall consist of the following individuals.

- A. One (1) representative from Health, Wellness and Prevention Services.
- B. One (1) representative from Counseling and Psychological Services (CAPS).
- C. One (1) representative from the Office of Community Engagement.
- D. One (1) representative from Housing and Residential Life.

Membership for students-at-large within this committee may continue into the next academic year unless otherwise decided upon by a two-thirds ($\frac{2}{3}$) vote by ASEWU Council.

SECTION 3: Chairperson

The chairperson for the SNAC shall be the ASEWU student health and safety services representative. They shall be responsible for the following items.

- A. Chair all SNAC meetings.
- B. Ensure accurate records are being kept.
- C. Bring pertinent materials and information to meetings.
- D. Present a report of concerns to the ASEWU Council on topics discussed in the committee on a monthly basis.
- E. Vote only in the event of a tie.

SECTION 4: Meetings

The SNAC shall meet at least two (2) times per quarter, excluding summer quarter, and as necessary.

SECTION 5: Voting

No official action shall be taken during any meeting of SNAC without the presence of a quorum. Quorum shall consist of a simple majority of the SNAC voting members.

SECTION 6: Responsibilities

The SNAC shall be responsible for the following items.

- A. Address and discuss issues related, to but not limited to, student health, safety and services provided on campus.
- B. Recommend policies, strategies and programs to the appropriate university administration based on the concerns of students.
- C. Provide student opinions to various departments on campus.
- D. When necessary, conduct surveys on campus as to receive feedback from students.

SECTION 7: Vacancy

In the event of a vacant student-at-large position, the ASEWU Council may approve a qualified ASEWU appointed official until the appointment of a new student to the committee. Upon said appointment, the ASEWU official shall relinquish their committee position.

SECTION 8: Removal of Members

Any student of the SNAC may be removed from the committee for failure to meet their responsibilities by a resolution from the SNAC that is approved by two-thirds (2/3) vote by ASEWU Council.

SECTION 9: Rescinded

Bylaw 2017-18/305 is hereby rescinded.

SPONSOR: Ashley Jenniges and Jessica Lo

COMMITTEE REFERRAL: Review and Proposal

 5/8/19

ASEWU Executive Vice President Date

 5/8/19

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2012-13/310
Disposition: Passed
Date of Disposition: June 6, 2013
Date Introduced: May 29, 2013

An act relating to the Childcare Advisory Committee to the Vice President of Student Affairs.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of the Childcare Advisory Committee to the Vice President of Student Affairs is to provide an avenue for parents attending Eastern Washington University to address their concerns regarding childcare. The Committee will provide an opportunity for viewpoints to be heard at a meeting and will then provide a recommendation to the Vice President of Student Affairs regarding solutions or alternatives to address these concerns.

SECTION 2: Membership

The voting student members of the Childcare Advisory Committee to the Vice President of Student Affairs shall consist of

- A. The ASEWU Student Services Representative, who will serve as the chair;
- B. The University Childcare Liaison;
- C. The Eastern Washington University Childcare Center Director;
- D. The President of the Eastern Washington University Childcare Center Parent Advisory Committee or designee; and
- E. Two (2) parents currently utilizing the Eastern Washington University Childcare Center (preferably one (1) student parent and one (1) faculty/staff parent).

There shall also be two ex-officio members

- A. Vice President of Student Affairs; and a
- B. Representative from the Downtown YMCA.

SECTION 3: Responsibilities

This committee is to serve in an advisory capacity only and shall not take action or cause action to be taken beyond delivering a recommendation to the Vice President of Student Affairs.

The Committee shall meet a minimum of once per calendar year (in the fall) and then shall be convened on an as needed basis.

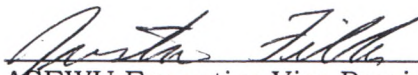
This Committee shall be an avenue for parents to address their concerns regarding current childcare related issues.

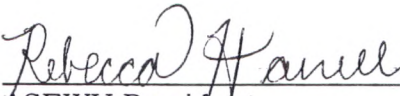
SECTION 4: Rescinded

Bylaw 2007-08/310 is hereby rescinded.

SPONSOR: James Reisenauer

COMMITTEE REFERRAL: Review and Proposal

 6/7/13
ASEWU Executive Vice President Date

 6/7/13
ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2017-18/314A
Disposition: Passed
Date of Disposition: May 24, 2018
Date Introduced: May 22, 2018

An act establishing positions and responsibilities of the Food Service Committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

A Food Service Committee shall be established to provide recommendations to the University Director of Dining Services. The Food Service Committee shall be the official representative to the ASEWU Council in all matters concerning the selection and evaluation of dining services at Eastern Washington University.

SECTION 2: Membership

The membership of the Food Service Committee shall consist of:

- A. The EWU Director of Dining Services or designee;
- B. ASEWU student services representative;
- C. Four (4) students at-large appointed by the ASEWU Council;
- D. One (1) student member of the Residence Hall Association (RHA);
- E. The EWU Senior Director of Housing and Residential Life or designee;
and
- F. The EWU Senior Director of Wellness and Recreation Programs or designee.

All members listed above shall have full voting rights.

SECTION 3: Chairperson

The chairperson shall be the ASEWU Student Services Representative. The chairperson shall:

- A. Chair all food service meetings;
- B. Present a report to the ASEWU Council on a monthly basis (excluding summer quarter);
- C. Bring all pertinent information to the committee and keep members well informed;
- D. Vote only in the event of a tie;
- E. Communicate on a monthly basis with the Director of Dining Services; and
- F. Communicate on a monthly basis with the chairperson of the Student Health Advisory Council (SHAC).

SECTION 4: Meetings

The Food Service Committee shall meet at least three (3) times a quarter, excluding summer quarter, and as necessary.

SECTION 5: Responsibilities

The Food Service Committee shall:

- A. Oversee student concerns regarding Dining Services;

- B. Hold monthly evaluations of all dining locations on campus;
- C. Collaborate with Residential Life to receive quarterly evaluations from residents;
- D. Establish effective communication between Dining Services, Housing and Residential Life and Health, Wellness and Prevention Services;
- E. Promote and market healthy food choices in all dining locations;
- F. Be knowledgeable of the dining services operations in order to deal with student concerns; and
- G. Assist Dining Services with preparation of new dining locations on campus.

SECTION 6: Removal of Members

Any student member of the Food Service Committee may be removed from the committee for failure to meet their responsibilities by a resolution from the Food Service Committee, that is approved by a two-thirds ($\frac{2}{3}$) vote by ASEWU Council.

SECTION 7: Rescinded

Bylaw 2017-18/314 is hereby rescinded.

SPONSORS: Kennedy Bailey and Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 5/30/18
Date



ASEWU President 5/30/18
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/315</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 2, 2019</u>
Date Introduced:	<u>April 16, 2019</u>

An act relating to the ASEWU Diversity Committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of the ASEWU Diversity Committee is to present the opportunity for students to discuss issues pertaining to diversity; to clarify the definition of diversity; to be the voice of the students in an advisory capacity to the ASEWU Council, the university, and to move forward as a unified front on all aspects of diversity-based issues. It shall serve as a positive influence while striving to educate the campus community and to promote cultural competency and overall campus unity.

SECTION 2: Membership

The membership of the ASEWU Diversity Committee shall consist of the following.

- A. ASEWU diversity outreach representative.
- B. ASEWU technology and international advancement representative.
- C. One (1) students at large appointed by the ASEWU Council.
- D. One (1) student representative each from at least four (4) of the following student organizations.
 - 1. Black Student Union (BSU).
 - 2. Movimiento Estudiantil Chicanx de Aztlan (M.E.Ch.A.).
 - 3. Native American Student Association (NASA).
 - 4. Hui o' Hawaii.
 - 5. Eagle Pride.
 - 6. Saudi Club.
 - 7. Scary Feminists.
 - 8. Any other student organization or program related to diversity and inclusion.

The non-voting membership of the committee shall consist of the following.

- A. Disability Support Services.
- B. Center for Disability Studies and Universal Access.
- C. Multicultural Center.
- D. Any other department and/or program on campus related to diversity and inclusion.

Membership for students-at-large within this committee may continue into the next academic year unless otherwise decided upon by a two-thirds ($\frac{2}{3}$) vote by ASEWU Council.

SECTION 3: Chairperson

The chairperson for the ASEWU Diversity Committee shall be the ASEWU diversity outreach representative. The chairperson shall be responsible for the following requirements.

- A. Chair all ASEWU Diversity Committee meetings.
- B. Ensure accurate records are being kept.
- C. Bring pertinent materials and information to meetings.
- D. Present a report to the vice president for Diversity and Inclusion on a quarterly basis (excluding summer quarter) on topics discussed in the committee.
- E. Present a report to the ASEWU Council on a monthly basis (excluding summer quarter).
- F. Vote only in the event of a tie.

SECTION 4: Meetings

The ASEWU Diversity Committee shall meet at least two (2) times during the quarter, excluding summer quarter, and as necessary. In addition, the ASEWU Diversity Committee shall meet with the university president and vice president for Diversity and Inclusion on a quarterly basis or as necessary.

SECTION 5: Voting

No official action shall be taken during any meeting of the Diversity Committee without the presence of a quorum. Quorum shall consist of a simple majority of the ASEWU Diversity Committee voting members.

SECTION 6: Responsibilities

It shall be the responsibility of the ASEWU Diversity Committee to do the following.

- A. Address and discuss issues of diversity and bias as experienced by the campus community.
- B. Advise the ASEWU Council on diversity and bias issues.

SECTION 7: Vacancy

In the event of a vacant student at large position, the ASEWU Council may approve a qualified ASEWU appointed official until the appointment of a new student at large to the committee. Upon said appointment, the ASEWU official shall relinquish their committee position.

SECTION 8: Removal of Members

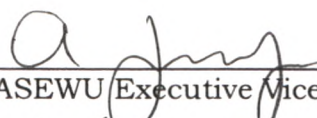
Any student-at-large of the ASEWU Diversity Committee may be removed from the committee for failure to meet their responsibilities by a resolution from the ASEWU Diversity Committee that is approved by two-thirds ($\frac{2}{3}$) vote by ASEWU Council.

SECTION 9: Rescinded

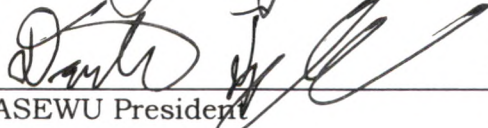
Bylaw 2017-18/315 is hereby rescinded.

SPONSOR: Josiah Martinez

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 5/9/19
Date



ASEWU President 5/13/19
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/318</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 12, 2020</u>
Date Introduced:	<u>March 10, 2020</u>

An act relating to the Student Transportation Fee Committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The Student Transportation Fee Committee, hereafter referred to as the STrFC, shall be established to administer the student transportation fees. The committee will provide an opportunity for all interested viewpoints to be heard at a public meeting or meetings during its consideration and evaluation of the student programs and services. The STrFC will decide how and where Student Transportation Fee dollars will be allocated to improve transportation services exclusively for general student use.

SECTION 2: Membership

The membership of the STrFC shall consist of these individuals.

- A. The ASEWU student services representative (chairperson with no vote).
- B. The ASEWU finance vice president.
- C. A minimum of two (2) students, but not to exceed six (6) students at-large, appointed by the ASEWU president with the advice and consent of the ASEWU Council.
- D. One (1) representative from Student Affairs designated by the vice president of Student Affairs.
- E. One (1) representative from Business and Finance designated by the vice president of Business and Finance.
- F. One (1) representative from the faculty designated by the Faculty Organization.
- G. The director of Campus Services or designee.

SECTION 3: Chairperson

The chairperson shall be the ASEWU student services representative. The chairperson shall be responsible for the following duties.

- A. Chair all Student Transportation Fee Committee meetings.
- B. Ensure accurate records are being kept.
- C. Present a report to the ASEWU Council on a monthly basis (excluding summer quarter).
- D. Present an oral report at each STrFC meeting and bring all pertinent information to the committee.
- E. Vote only in the event of a tie.
- F. Communicate on a regular basis with the associate vice president for Facilities and Planning.
- G. Communicate on a regular basis with the associate vice president for Business and Finance.

SECTION 4: Vacancy

Upon the occurrence of a vacant student at-large position, the ASEWU Council can approve a qualified ASEWU appointed official to that position until a qualified at-large student applies. Upon appointment of an at-large student, the ASEWU official shall relinquish their committee position.

SECTION 5: Meetings

The STrFC shall meet at a minimum twice a quarter, excluding summer quarter, or as needed.

SECTION 6: Responsibilities

The STrFC shall be responsible for all aspects of the Student Transportation Fee. Responsibilities shall include, but is not limited to the following.

- A. Review the student transportation fee and budget.
- B. Review and conduct research to enhance student transportation services.
- C. Propose and approve new student transportation services
- D. Provide and present an annual student transportation fee expenditure plan before the ASEWU Finance Committee and the ASEWU Council for review and recommendation for approval.
- E. Submit the expenditure plan to the Services and Activities Fee Committee, administration and the EWU Board of Trustees who have the final decision.
- F. Provide the allocation for the fund distribution of the Student Transportation Fee.

SECTION 7: Voting

Quorum for the STrFC is a majority of its voting members. Vacant positions shall not be included in the voting membership. A majority of the voting members must be in attendance at the STrFC meeting in order for a vote to take place. Any item needs a simple majority in order to pass.

SECTION 8: Removal of Members

Any member of the Student Transportation Fee Committee may be removed from the committee for failure to meet their responsibilities by a resolution from the STrFC that is approved by two-thirds ($\frac{2}{3}$) vote of the ASEWU Council.

Bylaw:	<u>2018-19/403A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 2, 2019</u>
Date Introduced:	<u>April 16, 2019</u>

An act relating to the establishment and maintenance of student organization recognition status.

Be it enacted by the ASEWU Council that:

SECTION 1: Registration and Recognition

In order to maintain and/or establish recognition from the ASEWU, all student organizations must register through the Student Activities, Involvement and Leadership (SAIL) office each academic year.

- A. All student organizations shall complete the following requirements.
 1. Maintain a list of at least four (4) student members of the organization. This list must include the contact information of all current officers.
 2. Attend at least four (4) ASEWU student organization meetings per academic year.
 3. Conduct at least one (1) member meeting per quarter.
 4. Have an official campus advisor. A campus advisor must be a full or part time faculty or staff member of the university.
 5. Have on file a current copy of the organization's constitution and/or bylaws.

SECTION 2: Recognition Policies

All student organizations that receive recognition from the ASEWU shall not violate university policies, the ASEWU Constitution, the ASEWU Bylaws, the EWU Student Conduct Code, or local, county, state, or federal laws. This includes, but is not limited to, complying with all policies and procedures relating to travel, event registration and fundraising.

SECTION 3: Benefits

Benefits afforded to student organizations that are recognized by the ASEWU are as follows.

- A. Use of rooms that are university owned or operated.
- B. Opportunity to apply for office space in the Pence Union Building through the Pence Union Building Board.
- C. No charge for vendor tables in the Pence Union Building.
- D. Inclusion into the current ASEWU student organizations and programs list.
- E. Use of the student organization management program.
- F. Use of the ASEWU media and graphic designer.
- G. Ability to fundraise on campus with the approval of the dean of students or designee.
- H. Establishment of a club funded account.
- I. Guidance and support from the advisor for student organizations and/or a representative from the SAIL office.

SECTION 4: Financial Responsibility Policies

- A. Current EWU students shall not be charged an admission fee to any event and/or program, which is hosted or sponsored by a student organization funded by ASEWU.
 - 1. Exceptions to this policy may be granted by the ASEWU Council.
 - 2. During the summer quarter, exceptions to this policy may be granted by the ASEWU finance vice president with the advice and consent of the ASEWU executive vice president and ASEWU president.
- C. All activities, on or off-campus, need to be registered through the student organization management system.
- D. Student organizations are not eligible to request funding directly through the Services and Activities Fee Committee.

SECTION 5: Penalties

Student organizations that fail to meet the recognition requirements as outlined in this bylaw will be referred to the ASEWU Superior Court as outlined in the 700 series of the current ASEWU Bylaws. If the ASEWU Superior Court rules to suspend a student organization for violating the ASEWU Bylaws, the student organization shall not be guaranteed any benefits or privileges granted to them by any ASEWU Bylaw, nor shall the organization have access to the ASEWU funds they have previously received. Judgments made by the ASEWU Superior Court may be appealed to the ASEWU Council.

If a student organization fails to meet the requirements for recognition as outlined in this bylaw for more than one (1) academic year, enforcement of these requirements shall follow the procedure outlined in the 700 series of the current bylaws.

SECTION 6: Rescinded

Bylaw 2018-2019/403 is hereby rescinded.

SPONSOR(S): Brian Moore and Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 5/9/19

ASEWU Executive Vice President / Date

 5/13/19

ASEWU President / Date

ASEWU Speaker Pro Tem / Date
(Veto override)

Bylaw	<u>2015-2016/404</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 4, 2016</u>
Date Introduced:	<u>February 19, 2016</u>

An act relating to the creation of the ASEWU Start-Up Fund.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of this fund shall be to provide a onetime Start-Up budget for student organizations that have been inactive for at least three (3) consecutive quarters, excluding summer quarter, are a new student organization on EWU's campus within the last academic year or have never received funding in the past.

SECTION 2: Eligibility

Registered student organizations that have been inactive for at least one (1) year and/or are a new student organization on EWU's campus have the right to request start-up funding from ASEWU, not to exceed two hundred dollars (\$200) from the ASEWU, per quarter, for three (3) consecutive quarters (excluding summer quarter). The request must be submitted and approved through the ASEWU Finance Committee. In order to receive a start-up fund, student organizations must complete the following steps:

- A. Be a registered student organization on EagleSync through the Student Activities, Involvement and Leadership (SAIL) office;
- B. Submit a start-up budget request form on EagleSync through the ASEWU office;
- C. The Start-Up budget shall be line-item based; and
- D. Submit only one (1) Start-Up request may be submitted per quarter.

In the event that the ASEWU Finance Committee has not yet been appointed, ASEWU executive officers shall vote on all submitted start-up requests.

SECTION 3: Limitations

The student organization will only use the start-up funding to purchase items that the ASEWU Council allocated funds for. The ASEWU Council will inform the student organization what items were funded. The student organization will only have access to the start-up budget until the end of the three quarter period or until they are granted an annual budget, whichever comes first.

SECTION 4: Penalties


Enforcement of these requirements shall follow the procedure outlined in the 700 section of the current bylaws.

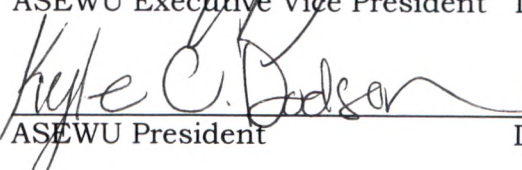
SECTION 5: Rescinded

Bylaw 2009-2010/403 is hereby rescinded.

SPONSOR(S): Keirstan Hanson

COMMITTEE REFERRAL: Review and Proposal


ASEWU Executive Vice President 03/14/2016
Date


ASEWU President 03.17.2016
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/405</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>April 9, 2020</u>
Date Introduced:	<u>April 7, 2020</u>

An act relating to the annual allocation of the ASEWU Services and Activities fee funds. Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of the annual allocation of the ASEWU services and activities funds is to provide student organizations that have proven to be stable and healthy with fiscal funding for the following academic year.

SECTION 2: Definitions

The following definitions shall apply to this bylaw.

- A. "Activities" are any events that a student organization may host. This includes, but is not limited to, meetings, club sponsored events, travel to conferences, tabling or any fundraising event for either the student organization or for a non-profit organization.
- B. "Member meetings" are meetings where members representing a student organization gather to discuss business and/or plan events for said organization.
- C. "Student organization meetings" are organized by the ASEWU student activities Council representative in partnership with the Student Activities, Involvement and Leadership (SAIL) office and are held twice each quarter (excluding summer quarter) as an informational/educational meeting for student organizations. These meetings are also known as student organization meetings. Meeting dates and times will be posted on EagleSync.
- D. "ASEWU Council meetings" are organized by the ASEWU executive vice president where ASEWU business is conducted and voted upon.
- E. "Recruitment" shall be considered a scheduled time where a student organization provides information about the organization to non-members with the purpose of attracting new members.
- F. "Tabling" refers to the distribution of information regarding a student organization or an event the organization is sponsoring on or off-campus. Tabling can occur at the EWU Cheney and EWU Spokane campuses. This can be accomplished at locations eligible for on campus reservations.
- G. "Co-sponsorship" is when two (2) or more organizations work together to support an event. This can be with an on-campus organization or an off-campus organization.
- H. "Community engagement" is when a student organization goes out into the community to help the general public. Student organizations shall receive approval from the Office of Community Engagement before participating in such activities.
- I. "Student organization events" are activities a student organization creates to engage university students and the campus as a whole. All events must be open to all EWU students.

- J. "Fundraising-nonprofit" is a fundraising event where the proceeds from the event are given/donated to a non-profit organization that holds a 501-C3 tax I.D.
 - 1. Examples of these types of organizations are Second Harvest, St. Jude Children's Research Hospital or the Wounded Warrior Project.
- K. "Fundraising-for-profit" is a fundraising event where the proceeds from the event are kept by the student organization and will be used for planning future events or activities hosted by the student organization.
- L. A "budget" is considered to be a document that outlines the expected revenue and the expected expenses for a student organization during a given fiscal year.
- M. An "allocation" shall be the monetary amount given to a student organization by the ASEWU to be used for a specific line item.
- N. A "line item" is to be considered any transaction for a particular type of income, expense, asset or liability. Line items are to be specific and justified.
- O. "Conference points" are awarded when members of the club or organization attends a conference related to said club or organization.
- P. "Registration" is necessary for student organizations to be active on the university's campus. Registration is completed on EagleSync by creating or annually updating the organization's portal.
- Q. "Submitting on time" is awarded to student organizations who complete the registration process on EagleSync by the established deadline determined by SAIL for that current academic school year.
- R. The "fiscal year" for all ASEWU budgets is July 1 to June 30.
- S. "Direct benefit" means monetary gain through the use of services and activities fee funds.

SECTION 3: Eligibility

In order to be eligible to receive an annual budget, all organizations shall meet the following requirements.

- A. Currently be recognized by SAIL by registering on EagleSync.
- B. Open to all registered EWU students.
- C. No usage of gender modifiers in their title.
- D. Adhere to the 400 ASEWU Bylaws.

In addition to the above requirements, all student organizations shall meet the following requirements.

- A. Register all activities on EagleSync.
- B. Fulfill the necessary points as outlined in section 4 of this bylaw within three (3) consecutive quarters, excluding summer quarter.

SECTION 4: Point Policies

If a registered activity may be considered in two (2) or more different categories, the points will only be counted towards the category with the highest point value. Student organizations based on the EWU Spokane Campus shall hold meetings by conference call or in person, with the ASEWU student activities representative, graduate affairs representative, or the advisor for campus programs for EWU

Spokane to fulfill the ASEWU Council meetings and student organizations meetings requirement.

Yearly Activities - Compilation of Points				
April 16 of the previous year to April 15 of the current year				
Point Value	Activity	Tier A Minimum Points	Tier B Minimum Points	Maximum Points
1	Member Meetings	8	12	30
3	Student Organization Meetings	6	6	18
2	ASEWU Council Meetings	0	0	36
2	Recruitment	4	4	12
2	Co-Sponsorship Events	0	0	10
2	Community Engagement	0	0	12
3	Student Organization Events	0	0	30
2	Fundraising – Non-profit	0	0	18
3	Fundraising - For Profit	0	0	18
3	Conferences	0	0	12
1	Registration	1	1	1
1	Submitted On Time	0	0	1

Tier A Funding Requirement: 35 Points Per Year

Tier B Funding Requirement: 45 Points Per Year

Tier A Funding Requirement:

- A. In order for a student organization to be eligible to request up to three thousand dollars (\$3,000) for tier A budget request, the following minimum requirements must be met within April 16 of the previous year and April 15 of the current year of the finance hearings.
 - 1. A minimum of eight (8) member meetings hosted (eight [8] points).
 - 2. A minimum of two (2) student organization meetings attended (six [6] points).
 - 3. A minimum of two (2) recruitment activities hosted (four (4) points).
 - 4. Renew registration through EagleSync at the beginning of each academic year (one [1] point).
 - 5. A minimum of thirty-five (35) points received overall.

Tier B Funding Requirement:

- A. In order for a student organization to be eligible to request a budget not to exceed ten-thousand dollars (\$10,000) for the tier B funding request, the following minimum requirements must be met within April 16 of the previous academic year and April 15 of the current academic year of the finance hearings.
 - 1. A minimum of twelve (12) member meetings hosted (twelve [12] points).

2. A minimum of two (2) student organization meetings attended (six [6] points).
3. A minimum of two (2) recruitment activities hosted (four [4] points).
4. Renew registration through EagleSync at the beginning of each academic year (one [1] point).
5. A minimum of forty-five (45) points received overall.

SECTION 5: Budgeting Process

Requests shall include the following requirements.

- A. Be submitted on EagleSync.
- B. The proposed budget not exceed ten thousand dollars (\$10,000.00).
- C. Be line item based.
- D. Cover the fiscal year and include all the expected revenue and expenditures for the organization.

The budget session ends when the ASEWU Council approves the final budget. Budgets submitted after the end of the submission period may be denied by the ASEWU Finance Committee.

Once finance meetings are completed, the ASEWU Finance Committee shall enter deliberations. They shall produce a balanced and revenue-based budget. During deliberation, the ASEWU Finance Committee shall only allocate funds to specific line item expenses. The total amount allocated to a budget shall not exceed the total amount allocated by the Services and Activities Fee Committee.

Upon approval of the budget by the ASEWU Finance Committee, the chair of the ASEWU Finance Committee shall present the budget for approval to the ASEWU Council. After the Council approves the budget, the chair of the ASEWU Finance Committee shall inform the student organizations that requested funding what allocation have been approved for the next fiscal year. Additionally, the chair of the ASEWU Finance Committee will provide this information to the Student Accounting office before the end of the academic year once all appeals have been addressed.

SECTION 6: Funding Policies

All student organizations receiving funds from the Services and Activities fees shall adhere to the following requirements.

- A. No university policies or local, county, state and federal laws shall be violated.
- B. All funding requests shall adhere to the ASEWU Bylaws, resolutions, articles of incorporation, and the ASEWU Constitution.
- C. Funding shall not be in a direct benefit of an individual or group.
- D. Funding shall not be contributed to a political candidate.
- E. Funding shall not be provided to reimburse past expenditures.
- F. Funding shall not be provided for university faculty salaries, adjunct salaries or textbooks.
- G. Funding shall not fund non-essential items as deemed by the Finance committee.
- H. Purchasing a gift or gift card must be approved by the Student Accounting Office and cannot exceed fifty dollars (\$50.00).

- I. Processing for travel requests are defined by EWU and the state of Washington. Funds granted by the ASEWU Finance Committee for per diem shall not to exceed the guidelines established by the state of Washington.
- J. Accommodations will be a minimum of four (4) people per room unless advance approval is granted by the director of SAIL or designee.

SECTION 7: Limitations

If a student organization is found to have misused ASEWU funds to purchase items that the fund was not allocated for, the organization may be held accountable and be required to reimburse ASEWU for the total cost of the items purchased.

SECTION 8: Exceptions

If a student organization does not reach the minimum points required as outlined in section 4 of this bylaw, exceptions may be granted to allow a Finance Committee hearing to allocate services and activities funds not to exceed fifteen-hundred dollars (\$1,500.00) and presented to the ASEWU Council. Funding shall be granted with the simple majority of the ASEWU Finance Committee and a three-fourths ($3/4$) majority vote of the ASEWU Council.

SECTION 9: Appeals

For a student organization to appeal eligibility, the appeal must be received by the ASEWU Superior Court prior to the close of the budget submission. The ASEWU Superior Court must rule on any appeals three (3) business days prior to the first reading of the annual budget by the ASEWU Council. Any other decision made by the ASEWU Finance Committee or the ASEWU Council during the budget session may be appealed under the current version of the 700 series of the current bylaws.

SECTION 10: Penalties

Enforcement of these requirements shall follow the procedure outlined in the 700 series of the current bylaws.

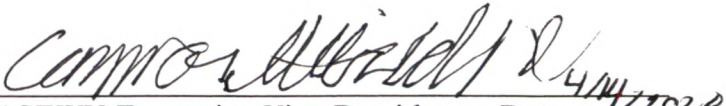
SECTION 11: Sunset Clause

This bylaw shall be effective from the date passed by the ASEWU Council and signed by the ASEWU president and executive vice president until May 26, 2020 at which point the ASEWU Council will need to review the bylaw to determine whether to extend this sunset clause and/or approve additional edits as deemed necessary.

SECTION 12: Rescinded

Bylaw 2018-19/405 is hereby rescinded.

SPONSOR(S): Arturo Diaz, Brian Moore and Zack Bowman


ASEWU Executive Vice President Date 4/14/2020


ASEWU President Date 4-14-2020

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2015-2016/406</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 4, 2016</u>
Date Introduced:	<u>February 19, 2016</u>

An act relating to ASEWU Supplemental Budgets.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The primary purpose of a supplemental request is for special events or unforeseen circumstances at the discretion of the ASEWU Council. Supplemental funds are not to be used as a fiscal budget.

SECTION 2: Eligibility

- A. Any student organization or individual student may request a supplemental budget for an activity. (See Bylaw 405, Section 2 for definition of "Activity.")
 1. The event must benefit the general student population of EWU.
 2. The event shall be open to all EWU students.
- B. Any student organization or individual student may request supplemental funds for a conference pending the following requirements are followed.
 1. The conference must be approved by the organization or department advisor. This can be the student organization's advisor or in the case of an individual student, a faculty or other EWU staff member who acts as an advisor for the student must approve the conference.
 2. If the individual is presenting at the conference, an overview of the presentation must be provided to the ASEWU Council within two (2) weeks after attending the conference.

SECTION 3: Policies

A recognized student organization shall only be granted one (1) supplemental budget per fiscal year.

- A. The supplemental budget process must begin a minimum of fifteen (15) business days before the date of the funded event.
- B. The student organization must fundraise at least ten percent (10%) of the amount requested.
- C. All supplemental requests must not exceed three thousand dollars (\$3,000.00).
- D. All supplemental requests must be submitted to the ASEWU Director of Finance before being presented to the ASEWU Council.
 1. During the summer quarter, the ASEWU Executives will vote on all supplemental requests.
- E. Supplemental budgets shall not fund reimbursement of past expenditures, duplication of annual budget line items, or any items that do not meet legal parameters.

SECTION 4: Restrictions

All organizations receiving supplemental funding shall adhere the following:

- A. No university policies, local, county, state, and federal laws shall be violated;
- B. All funding requests shall adhere to the ASEWU Bylaws, resolutions, articles of incorporation, and the ASEWU Constitution;
- C. Funding shall not be in a direct benefit of an individual or group;
- D. Funding shall not contribute to a political candidate;
- E. Funding shall not be provided to reimburse past expenditures;
- F. Funding shall not be provided for textbooks;
- G. Funding shall not fund non-essential items as defined by the ASEWU Council;
- H. Funding shall be used for EWU students only;
- I. Purchasing a gift or gift card must be approved by Student Accounting and cannot exceed fifty dollars (\$50.00);
- J. Those receiving supplemental funding shall not charge EWU students for entry into an event, unless approved by the ASEWU Council;
- K. Processing for travel requests are defined by EWU and the State of Washington. Funds granted by the ASEWU Finance Committee for per diem shall not exceed the guidelines established by the State of Washington; and
- L. Accommodations will be for a minimum of four (4) people per room unless advance approval is granted by the Advisor for Campus Programs or designee.

SECTION 5: Exceptions

Exceptions may be granted to line item J. Section 4 of this bylaw by a two-thirds ($\frac{2}{3}$) vote of the ASEWU Council.

SECTION 6: Penalties

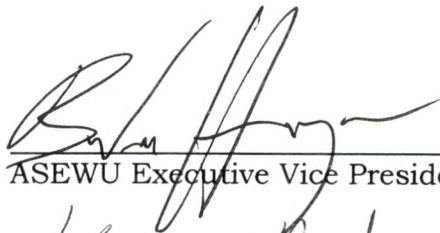
Enforcement of these requirements shall follow the procedure outlined in the 700 section of the current bylaws.

SECTION 7: Rescinded

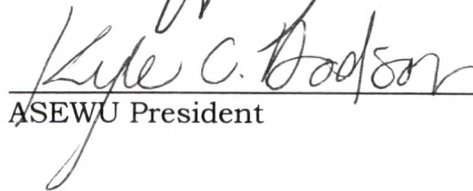
Bylaw 2012-2013/406 is hereby rescinded.

SPONSOR(S): Keirstan Hanson

COMMITTEE REFERRAL: Review and Proposal

 03/14/2016

ASEWU Executive Vice President Date

 03/14/2016

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw 2015-2016/409
Disposition: Passed
Date of Disposition: March 4, 2016
Date Introduced: February 19, 2016

An act establishing the Club Sports Federation Committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The purpose of the EWU Club Sports Federation Committee is to promote student participation in a variety of physical and athletic activities, provide students with an opportunity for involvement, as well as help develop leadership skills and provide individuals with the chance to develop a skill level commensurate with their level of interest in a particular sport.

SECTION 2: Policies

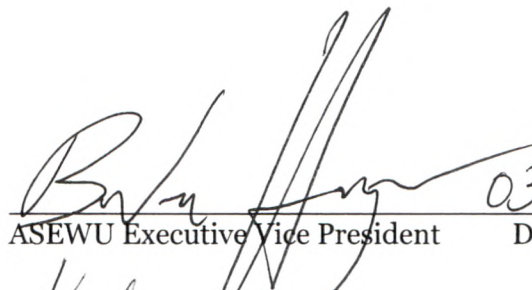
All Club Sports will adhere to the current Club Sport Federation Handbook.

SECTION 3: Rescinded

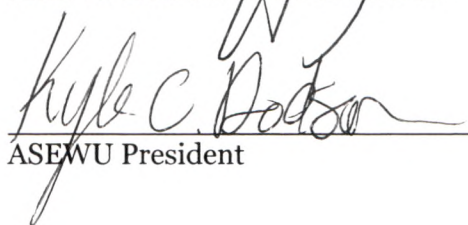
Bylaw 2012-13/409 is hereby rescinded.

SPONSOR: Keirstan Hanson

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 03/14/2016
Date



ASEWU President 03.14.2016
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/501</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

An act establishing the Pence Union Building Board, a standing committee of the ASEWU Council.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The Pence Union Building Board, hereafter referred to as the PUB Board, shall be the official representative body of the ASEWU in all functional matters concerning the Pence Union Building. The PUB Board shall partner with EWU administration in developing the vision, voice, and direction of the PUB in order to facilitate a positive, safe, and engaging environment for EWU community members.

SECTION 2: Membership

At least fifty-one percent (51%) of voting members of the PUB Board shall be students.

The membership of the PUB Board shall consist of:

- A. Two (2) ASEWU representatives;
- B. The ASEWU executive vice president;
- C. Three (3) students at-large as outlined in the most current Bylaw 123;
- D. One (1) PUB administration student employee;
- E. The dean of students or their designee;
- F. One (1) Pence Union Building rent paying tenant or their designee, representing all registered Pence Union Building tenants. The same tenant representative shall not serve on the PUB Board for any consecutive number of years.

The non-voting membership of the PUB Board shall consist of:

- A. The director of the Pence Union Building;
- B. One (1) ASEWU Superior Court justice; and
- C. Any student or staff member may participate as a non-voting member of the PUB Board.

SECTION 3: Action

No official action shall be taken during any meeting of the PUB Board without the presence of a quorum. Quorum shall consist of a simple majority of the PUB Board voting members present, as per Article II, Section IV of the ASEWU Constitution.

SECTION 4: Advisor

The responsibility of the PUB Board is the advisor to be the director of the PUB.

- A. Serve as a non-voting member and the primary administrative advisor to the PUB Board;
- B. Serve as a resource to the chair;

- C. Serve as a non-voting member and the primary administrative advisor to the PUB Board;
- D. Serve as a resource to the chair;
- E. Discuss and develop the agenda in consultation with the chair;
- F. Provide training and historical context to the PUB Board; and
- G. Convene meetings of the PUB Board as necessary in consultation with the chair.

It is understood that the director of the PUB has the authorization to manage the PUB on a day-to-day basis unencumbered by this bylaw and in consultation with appropriate university leadership. The PUB director has the responsibility to make decisions regarding operating matters including, but not limited to, financial expenditures, personnel matters, and policy interpretation. It is further understood that the PUB director reports to the associate dean of students within the division of Student Affairs.

The PUB Board grants the advisor, in correspondence with chair, the ability to make decisions on an emergent need basis in the event of the PUB Board's inability to meet. However, the advisor must bring the action to the PUB Board at the next available meeting time.

SECTION 5: Chairperson

The chair of the PUB Board shall be the ASEWU executive vice president. They shall:

- A. Direct PUB Board meetings and create the agenda in consultation with the advisor;
- B. Communicate regularly, and meet annually, with PUB tenants and club and organization space holders and report feedback to the PUB Board;
- C. Ensure meeting minutes are kept and published;
- D. Present a written report to the ASEWU Council on a monthly basis (excluding summer quarter);
- E. Give an oral report at each PUB Board meeting;
- F. Convene meetings of the PUB board as necessary in consultation with the advisor; and
- G. Vote only in case of a tie.

SECTION 6: Reports

An oral report shall be given by the director of the Pence Union Building and the ASEWU executive vice president at each regularly scheduled meeting of the PUB Board.

The Director of the Pence Union Building's report shall include updates on:

- A. Building usage;
- B. Building maintenance; and
- C. The operating budget.

The ASEWU executive vice president's report shall include:

- A. Tenant feedback;
- B. Student feedback;
- C. Available space for ASEWU student organizations; and

D. Any relative information regarding the ASEWU.

SECTION 7: Meetings

The PUB Board shall meet no less than five (5) times each quarter excluding summer quarter.

SECTION 8: Responsibilities

The PUB Board shall advocate and support the interests of EWU students and EWU community members. Responsibilities of the PUB Board shall be to:

- A. Review, advise, prioritize, recommend, create, and be informed on all PUB policies and procedures;
- B. Annually review the PUB budget;
- C. Review and recommend the hours of operation;
- D. Review and approve exception requests for activities taking place in the PUB;
- E. Review and approve student organization space via the PUB space allocation process; and
- F. Provide feedback on any proposed changes to the PUB.

All policies concerning business matters and management of the PUB must be consistent with federal, state, and local laws and university business policies.

SECTION 9: Removal of Members

By a resolution from the PUB Board, approved by two-thirds (2/3) majority vote of the ASEWU Council, any member of the PUB Board may be removed from the PUB Board. If a member is absent or does not send a designee (where applicable), for two (2) consecutive meetings or a total of three (3) meetings in an academic quarter they may be removed by a vote of two thirds (2/3) of the voting members of the PUB Board for the rest of the academic year.

SECTION 10: Appeals

All decisions of the PUB Board having a direct effect on a student, club or organization may be appealed to the ASEWU Superior Court as prescribed by Article IV of the ASEWU Constitution. Request for an appeal and all evidence pertaining to the appeal must be submitted to the chief justice three (3) business days prior to the next regularly scheduled Superior Court meeting in order to ensure a place on the agenda.

SECTION 11: Rescinded


Bylaw 2012-2013/501 is hereby rescinded.

SPONSOR: Elizabeth Shimamoto

COMMITTEE REFERRAL: Review and Proposal

 5/30/18

ASEWU Executive Vice President Date

 5/30/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2014-2015/502
Disposition: Passed
Date of Disposition: February 24, 2015
Date Introduced: January 20, 2015

An act establishing the Finance Committee, a standing committee of the ASEWU.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The Finance Committee shall be established to recommend all fiscal and supplemental budget requests to the ASEWU Council for approval. The Finance Committee shall have jurisdiction, within the limitation of state law, on all fiscal matters of policy and activity concerning the clubs and organizations and the supplemental budget portions of the ASEWU Service and Activity Fee; and shall be the official committee to give financial recommendations to the ASEWU Council.

SECTION 2: Membership

The voting membership of the Finance Committee shall consist of:

- A. The ASEWU Director of Finance;
- B. The ASEWU Student Activities Representative;
- C. Two ASEWU Council Representatives; and
- D. Five (5) students at large.

The non-voting membership of the Finance Committee shall consist of:

- A. One (1) justice from the ASEWU Superior Court;
- B. One (1) member from SAIL (Student Activities Leadership and Involvement) or a designee; and
- C. One (1) member from the Student Accounting office or a designee.

SECTION 3: Action

No official action shall be taken during any meeting of the Finance Committee without the presence of a quorum. Quorum shall consist of a simple majority of the Finance Committee voting members present, as per Article II, Section IV of the ASEWU Constitution.

SECTION 4: Chairperson

The chair of the Finance Committee shall be the ASEWU Director of Finance. He/She shall:

- A. Ensure accurate records are being kept;
- B. Bring all pertinent information to the Finance Committee;
- C. Present to the ASEWU Council on a monthly basis (excluding summer quarter);
- D. Retain all voting rights as per Article III, Section VI of the ASEWU Constitution; and
- E. Provide in writing all proposals and finance related items to the ASEWU Council no later than forty-eight (48) hours in advance.

SECTION 5: Meetings

The Finance Committee shall meet no less than once (1) each quarter, excluding summer quarter and as necessary.

SECTION 6: Responsibilities

The Finance Committee shall provide recommendations to the ASEWU Council regarding monetary issues but is not limited to:

- A. Review all ASEWU budgets
- B. Review and approve funding policies;

All policies concerning business matters and management of ASEWU Funds must be consistent with accepted university business policies.

SECTION 7: Removal of Members

By a resolution from the Finance Committee, approved by two-thirds ($2/3$) majority vote of the ASEWU Council, any member of the Finance Committee may be removed from the Finance Committee. If a member is absent or does not send a designee (where applicable), for two (2) consecutive meetings or a total of three (3) meetings in an academic quarter they may be removed by a vote of two thirds ($2/3$) of the voting members of the Finance Committee for the rest of the academic year.

SECTION 8: Appeals

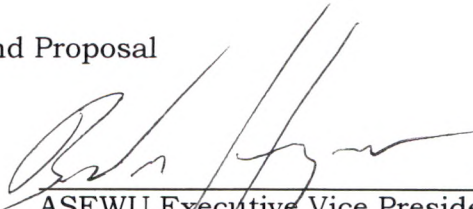
All decisions of the Finance Committee having a direct affect on a student, club or organization may be appealed to the ASEWU Superior Court as prescribed by Article IV of the ASEWU Constitution. Request for an appeal and all evidence pertaining to the appeal must be submitted to the Chief Justice three (3) business days prior to the next regularly scheduled Superior Court meeting in order to ensure a place on the agenda.

SECTION 9: Rescinded

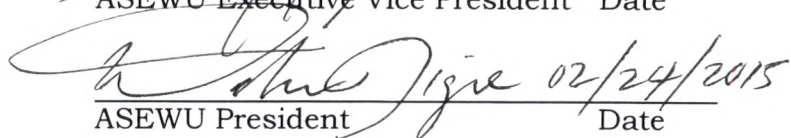
Bylaw 2009-2010/502, is hereby rescinded

SPONSOR: Keirstan Hanson

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President Date 02/24/2015



ASEWU President Date 02/24/2015

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2017-18/503
Disposition: Passed
Date of Disposition: March 15, 2018
Date Introduced: March 13, 2018

An act establishing the Review and Proposal Committee, a standing committee of the ASEWU Council.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The Review and Proposal Committee, hereby referred to as R&P, shall be established to recommend all legislation regarding the ASEWU Bylaws to the ASEWU Council.

SECTION 2: Chairperson

The chair of the R&P Committee shall be the ASEWU Speaker Pro Tem. They shall:

- A. Ensure accurate records are being kept;
- B. Bring all pertinent information to the R&P Committee;
- C. Present the actions of the R&P Committee during ASEWU work sessions;
and
- D. Vote only in case of a tie.

SECTION 3: Membership

The voting membership of the R&P Committee shall consist of:

- A. Two (2) ASEWU Council representatives;
- B. The ASEWU Speaker Pro Tem;
- C. The Dean of Students or designee; and
- D. Two (2) students from an organization or program.

The non-voting membership of the R&P shall consist of:

- A. The ASEWU Superior Court Chief Justice;
- B. One (1) Superior Court Justice;
- C. The Program Support Supervisor One or designee; and
- D. Any student or staff member.

SECTION 4: Action

No official action shall be taken during any meeting of the R&P Committee without the presence of a quorum. Quorum shall consist of a simple majority of the R&P Committee voting members present, as per Article II, Section IV of the ASEWU Constitution.

SECTION 5: Meetings

The R&P Committee shall meet no less than once (1) each month, excluding summer quarter, and as necessary.

SECTION 6: Responsibilities

All new proposed legislation shall be presented to the R&P chair no less than twenty-four (24) hours in advance of the R&P meeting.

All new members of R&P shall undergo training of the ASEWU Bylaws and Constitution as supervised by the ASEWU Superior Court.

During the first scheduled R&P meeting of the academic year, membership of R&P shall determine if any of the ASEWU bylaws have expired or will expire during the current academic year. Based on the committee's review, they will take the necessary corrective measures to ensure that all bylaws comply with the ASEWU Constitution, Article II, Section V.

SECTION 7: Removal of Members

By a resolution from the R&P Committee, approved by two-thirds (2/3) majority vote of the ASEWU Council, any member of the R&P Committee may be removed from the R&P Committee. If a member is absent or does not send a designee (where applicable), for two (2) consecutive meetings or a total of three (3) meetings in an academic quarter, they may be removed by a vote of two thirds (2/3) of the voting members of the R&P Committee for the rest of the academic year.

SECTION 8: Rescinded


Bylaw 2011-12/503, is hereby rescinded

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 3/21/18

ASEWU Executive Vice President Date

 (3/21/18)

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2018-19/504
Disposition: Passed
Date of Disposition: April 18, 2019
Date Introduced: April 2, 2019

An act relating to the University Recreation Center Governance Board, a standing committee of the ASEWU Council.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The University Recreation Center Governance Board, hereafter referred to as URCGB, shall be established to regulate all governing policies and financial matters, including maintenance and administrative services, and approve activities and related academic courses for the University Recreation Center. The URCGB will have jurisdiction, within the limitation of state law, on all matters of policy, activity, and finances concerning the University Recreation Center and shall be the official representative body of the ASEWU in all matters of University Recreation Center operations. The committee will provide an opportunity for all interested viewpoints to be heard at the University Recreation Center Advisory Council meetings.

SECTION 2: Membership

The membership of the URCGB shall consist of the following.

- A. The ASEWU athletic affairs and university advancement representative.
- B. At least one (1) other ASEWU Council representative.
- C. The ASEWU president.
- D. The director of Facility Management or designee.
- E. One (1) student representative from the EPIC program.
- F. Two (2) students at large appointed by the ASEWU president with the advice and consent of the ASEWU Council.
- G. One (1) representative from the Office of Business and Finance.
- H. The dean of students or designee.
- I. One (1) University Recreation Center tenant or their designee, representing all University Recreation Center tenants.

The non-voting membership of the URCGB shall consist of the following.

- A. One (1) ASEWU Superior Court justice.
- B. Any student or staff member of the university.

Membership for students at large within this committee may continue into the next academic year unless otherwise decided upon by a two-thirds (2/3) vote by ASEWU Council.

SECTION 3: Chairperson

The chairperson for the URCGB shall be the ASEWU athletic affairs and university advancement representative. They shall be responsible for the following items.

- A. Chair all URCGB meetings.
- B. Ensure accurate records are being kept.

- C. Bring pertinent materials and information to meetings.
- D. Present a report of concerns to the ASEWU Council on topics discussed by the committee.
- E. Vote only in the event of a tie.
- F. Prepare and send a draft of the agenda to the public relation specialist and/or website designee at least two (2) business days prior to the committee meeting.

SECTION 4: Meetings

The URCGB shall meet at a minimum of once a month, excluding summer quarter.

SECTION 5: Voting

No official action shall be taken during any meeting of the URCGB without the presence of a quorum. Quorum shall consist of a simple majority of the URCGB voting members.

SECTION 6: Responsibilities

The URCGB shall approve policies for all aspects of the University Recreation Center operation, which shall include but is not limited to the following.

- A. Review the University Recreation Center's operating budget before university approval.
- B. Review the University Recreation Center's administrative budget before university approval.
- C. Approve and submit to the university administration and Board of Trustees all student, faculty, staff, and community usage fees.
- D. Review and approve reservations and allocation of space.
- E. Review and approve any remodeling and/or expansion of the University Recreation Center.
- F. Review and approve the hours of operation.
- G. Review and approve all permanent advertising fixtures which places marks or holes in walls, floors, windows, etc. the University Recreation Center and which may require repair when removed.

All policies concerning business matters and management of the University Recreation Center must be consistent with accepted university business policies.

SECTION 7: Vacancy

In the event of a vacant student at large position, the ASEWU Council may approve an ASEWU appointed official until the appointment of a student to the committee is made. Upon said appointment, the ASEWU official shall relinquish their committee position.

SECTION 8: Removal of Members

Any student member of the URCGB may be removed from the committee for failure to meet their responsibilities by a resolution from the URCGB that is approved by two-thirds ($\frac{2}{3}$) vote by the ASEWU Council.

SECTION 9: Rescinded

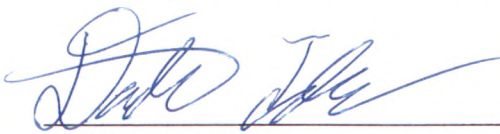
Bylaw 2017-18/316 is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 5/6/19
Date



ASEWU President 5/6/19
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2019-20/701A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

An act establishing the duties of the ASEWU Superior Court.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The ASEWU Superior Court shall be authorized to act on all cases, hearings and controversies that arise under the ASEWU Constitution and/or Bylaws.

SECTION 2: Responsibilities

Each ASEWU Superior Court justice shall be responsible for the following.

- A. Attend all scheduled hearings and sessions.
- B. Upon appointment to the ASEWU Superior Court, undergraduate and graduate ASEWU Superior Court justices must be enrolled at EWU with six (6) or more credits each quarter during their tenure in office (excluding summer quarter).
- C. Be familiar with the ASEWU Constitution, Bylaws, the latest edition of *Robert's Rules of Order Newly Revised*, the ASEWU Code of Ethics and the EWU Student Conduct Code.
- D. Attend all regular ASEWU trainings, workshops and retreats.
- E. Sign and abide by the most recent ASEWU Code of Ethics approved by the ASEWU Council.
- F. Attend at least one (1) ASEWU hosted event per quarter not hosted by the ASEWU Superior Court (excluding summer term).
- G. Serve on the Student Disciplinary Council when requested by the ASEWU Superior Court chief justice.
- H. Conduct twice annual reviews as per Bylaw 707.
- I. Participate in the performance evaluations conducted by the review board for justices as outlined in Bylaw 708.

SECTION 3: ASEWU Superior Court Associate Justices

ASEWU Superior Court associate justices shall be responsible for the following.

- A. Establish and maintain a minimum average of twelve (12) hours per week (excluding finals week) of the current academic quarter (excluding summer term).
- B. At least six (6) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office; between 8:00 a.m. and 6:00 p.m. in the ASEWU Spokane office; and/or between 8:00 a.m. and 8:00 p.m. in the Student Organization suite on the Cheney campus of any regular university day. Hours in the Student Organization suite shall be approved on a case by case basis by the simple majority of the ASEWU Superior Court.
- C. Office hours shall not be required during the days of scheduled performance evaluations.
- D. These scheduled office hours must be posted by the end of the second week of the quarter and four (4) of these office hours shall be spent in the ASEWU Cheney office weekly.

- E. Attend one (1) ASEWU Council meeting or work session per quarter.
- F. Serve on two (2) committees of the ASEWU and/or the university, ensuring that a member of the Court is present at Pence Union Building Board (PUB Board), the Residency Appeals Committee, University Recreation Center Governance Board (URCGB), Finance Committee and Academic Appeals meetings.
- G. Meet monthly with assigned ASEWU members to assist with and review the ASEWU Constitution and Bylaw requirements.
- H. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer term) that the ASEWU Superior Court justice is not a member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.
- I. Other duties as assigned by the ASEWU Superior Court chief justice.

Exceptions to the responsibilities listed may be made per Section 8 of this bylaw.

SECTION 4: The ASEWU Superior Court Chief Justice

The ASEWU Superior Court chief justice shall be responsible for all duties as per Article IV, Section 9 in the ASEWU Constitution and shall complete the following.

- A. Establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and nineteen (19) hours per week during the defined summer term.
- B. At least twelve (12) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office; between 8:00 a.m. and 6:00 p.m. the ASEWU Spokane office; and/or between 8:00 a.m. and 8:00 p.m. in the Student Organization suite on the Cheney campus of any regular university day. Hours in the Student Organization suite shall be approved on a case by case basis by the simple majority of the ASEWU Superior Court.
- C. These scheduled office hours must be posted by the end of the second week of the quarter and eight (8) of these office hours shall be spent in the ASEWU Cheney office weekly.
- D. Office hours shall not be required during the days of scheduled performance evaluations.
- E. Attend all ASEWU Council meetings and work sessions including special and executive sessions, and provide weekly reports pertaining to Court business and concerns with speaking rights limited to point of information, point of order, advisement of constitutional requirements and weekly reports.
- F. Attend all Review and Proposal (R & P) Committee meetings and assist with authoring/changing of the 700 series Bylaws.
- G. Meet three (3) times per quarter with the dean of students or designee.
- H. Provide the ASEWU Council with training regarding the ASEWU Bylaws, ASEWU Constitution and applicable Washington State law relevant to the ASEWU Council.

- I. Meet three (3) times per quarter with the director of student rights and responsibilities or designee to serve as a liaison between this administrative body and student government.
- J. Ensure that a member of the ASEWU Superior Court attends all Pence Union Building Board (PUB Board), the Residency Appeals Committee, Finance Committee, University Recreation Center Governance Board (URCGB) and Academic Appeals meetings.
- K. Ensure that all members of the ASEWU Superior Court are meeting their job requirements as outlined in this bylaw and following current court disciplinary procedures if needed.
- L. Facilitate the training of the ASEWU Election Board.
- M. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer term) that the ASEWU Superior Court chief justice is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by an ASEWU executive in written form.
- N. Meet biweekly with the ASEWU president, executive vice president, finance vice president and speaker pro tem to assist with and review the ASEWU Constitution and Bylaws.
- O. Provide the ASEWU president with a written appraisal of all members of the ASEWU Superior Court's performances to date three (3) business days after the twice-annual performance evaluations when requested.

Exceptions to the responsibilities listed may be made per Section 8 of this bylaw.

SECTION 5: Additional Duties of the ASEWU Superior Court

This section shall apply to the Superior Court in the event that the budget does not allow for the position of the director of elections and the president elects to delegate those duties to the Superior Court. The duties below shall be delegated to members of the ASEWU Superior Court by the chief justice.

- A. Inform and educate the student population of any constitutional amendments, initiatives, or referendums on the ballot.
- B. Prepare the ASEWU elections forum for prospective candidates. Information online should include access to the ASEWU Constitution and Bylaws that directly relate to the ASEWU elections, policies and guidelines that affect the way a candidate campaigns, compile general candidate information, declaration of candidacy, eligibility and electronic waiver forms. Collaborate with the ASEWU media and graphic designer to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each event.
- C. Meet with the appropriate IT personnel to ensure eligible students are included with the election tabulation process.
- D. Meet and coordinate with the chief housing officer or designee to schedule when and how candidates can campaign in the residence halls by the end of the tenth week of fall quarter.
- E. Recruit and have students approved to serve on the ASEWU Election Board by the end of the fourth week of winter quarter.

- F. Determine and verify the eligibility of candidates for office with the director of Student Activities Involvement and Leadership (SAIL) or designee.
- G. Coordinate, plan and execute the candidates' information session, the general election student forum, any additional candidate receptions, "meet and greet" events and/or programs.
- H. Coordinate the publication of a **ASEWU Voters' Pamphlet** with the graphic and media designer.
- I. Reserve space, tables and chairs for the individual polling stations by completing the necessary paperwork at least three (3) weeks prior to the primary and general elections.
- J. Reserve tech fee laptops for both the primary and general election at least two (2) weeks prior to check out.
- K. Post unofficial election results in the ASEWU office suite, on ASEWU social media-and on the ASEWU website in coordination with the president and/or the graphic an media designer.
- L. Mediate any grievances filed by candidates or other parties, or if necessary, contact the ASEWU Election Board members. When necessary, post hearing dates, location and times and resulting hearing judgment to the ASEWU website.
- M. Present primary, general and/or special elections results at the appropriate ASEWU Council meeting(s) for approval once all grievances have been addressed and/or mediated.

SECTION 6: Meetings

The ASEWU Superior Court shall fulfill the following requirements.

- A. Meet no less than six (6) times per quarter (excluding summer term).
- B. Set and post outside of the ASEWU Superior Court office an agenda twenty-four (24) hours in advance for each Court meeting.
- C. Formally record all Court meetings in accordance to the latest edition of *Robert's Rules of Order Newly Revised* and maintain a permanent file of the minutes. Minutes shall be distributed to the ASEWU Council within one (1) week of approval.
- D. Conduct all ASEWU Superior Court meetings as open meetings to the public.

SECTION 7: Reports

A monthly written report shall be submitted by each member of the ASEWU Superior Court to the ASEWU chief justice and shall include the following.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or ASEWU Superior Court.

SECTION 8: Exceptions

Exceptions to the performance of responsibilities by an ASEWU Superior Court Justice may be permitted for any of the following reasons:

- A. Illness of said member.
- B. Family or personal emergency.

- C. Regularly scheduled classes.
- D. Any other reason deemed excusable by a simple majority of the ASEWU Superior Court.

In the event that any of the above reasons interfere with an ASEWU Superior Court justice's responsibilities, that person shall notify the ASEWU chief justice of the situation as soon as possible.

SECTION 9: Penalties

If an ASEWU Superior Court justice incurs two (2) or more unexcused absences in fulfilling their stated responsibilities as outlined in this bylaw and in the ASEWU Constitution for a given quarter, the Court may vote to make the ASEWU Superior Court justice inactive. When an ASEWU Superior Court justice is inactive, they are placed on probation and are not allowed to vote on any issue before the Court. The ASEWU Superior Court justice may become active again by regularly attending meetings and maintaining established hours during the one (1) month probationary period. When an ASEWU Superior Court justice is in inactive status after the one (1) month probationary period, the ASEWU Council may remove the ASEWU Superior Court justice by a three-fourths ($\frac{3}{4}$) majority vote.

SECTION 10: Hearing Procedures

The following procedures will be followed at all hearings.

- A. Hearing procedures will follow the guidelines set forth in the ASEWU Superior Court standing rules and judicial forms.
- B. The Superior Court shall act within ten (10) school days of the formal filing of the complaint with the chief justice. Such action shall include, but is not limited to, taking the complaint under advisement or rendering an opinion.
- C. The chief justice must notify both parties of the date, time and location of the hearing.
- D. The chief justice must notify the accused in writing of the accusation(s) charged by the complainant at least three (3) days prior to the hearing.
- E. The chief justice must make written copies of all Superior Court decisions available to the ASEWU president, dean of students or designee and all parties involved within seven (7) school days of the hearing.

SECTION 11: Guidelines for Judgments and Recommendations

Requests for a judgment or recommendation must be submitted to the chief justice in writing. No anonymous requests will be accepted. The ASEWU Superior Court will process all properly submitted requests in an "expeditious" manner as defined in Article I, section II, of the ASEWU Constitution.

SECTION 12: Vacancies

When a vacancy occurs on the ASEWU Superior Court, the chief justice must report the vacancy in writing to the ASEWU Council at their next regularly scheduled meeting.

SECTION 13: Standing Rules and Judicial Forms

All internal procedures and processes of the ASEWU Superior Court shall be administered according to ASEWU Superior Court Standing Rules and judicial forms.

SECTION 14: Rescinded

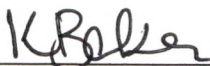
Bylaw 2019-20/701 is hereby rescinded.

SPONSOR: Brian Moore

COMMITTEE REFERRAL: Review and Proposal

 6/2/2020

ASEWU Executive Vice President Date

 6-2-2020

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-2019/702</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>February 28, 2019</u>
Date Introduced:	<u>February 19, 2019</u>

An act outlining the disciplinary procedure of the ASEWU Council in regard to all members of the ASEWU Superior Court.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To establish the guidelines for the impeachment of an ASEWU Superior Court justice as set forth by the ASEWU Constitution; Article 4; Section 8.

SECTION 2: Procedure

Any member of the current student body may bring allegations in regard to the ASEWU Constitution and/or Bylaws against any member of the ASEWU Superior Court. All allegations and information must be submitted in writing to the executive vice president and the ASEWU Superior Court chief justice at least three (3) business days before the next regularly scheduled ASEWU Council meeting in order to ensure a place on the agenda. Anonymous allegations will not be accepted.

If the chief justice is the accused, the most senior justice shall serve as interim chief justice.

SECTION 3: Due Process

To ensure that the accused is afforded due process, any and all complainant(s) shall be present at the appropriate hearing to give a statement and present information. Any accused official must be notified in writing of specific violation(s) by the ASEWU executive vice president or designee at least three (3) business days before the meeting at which their case shall be heard and be given a copy of all information available. Exceptions will be made only with the consent of the accused.

SECTION 4: Hearing Procedure

The hearing must follow the guidelines as set forth by the most current ASEWU Superior Court Standing Rules regarding disciplinary procedures concerning ASEWU Superior Court justices and the current ASEWU Superior Court hearing procedure.

SECTION 5: Appeals Process

Appeals of a decision made by the ASEWU council may be made to the ASEWU Superior Court.

All judgments made by the ASEWU Superior Court can be overturned by the ASEWU Council with a unanimous vote, as per Article IV, Section VI of the ASEWU Constitution. This appeal must be given to the ASEWU Superior Court Chief Justice at least three (3) business days after receiving a judgment.

SECTION 6: Rescinded

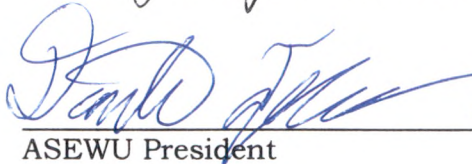
Bylaw 2015-16/702 is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal



AEWU Executive Vice President 5/6/19
Date



AEWU President 5/6/19
Date

AEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-2019/704</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 2, 2019</u>
Date Introduced:	<u>April 16, 2019</u>

An act establishing the disciplinary power of the ASEWU Superior Court.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

Any elected or appointed ASEWU member, excluding ASEWU Superior Court justices, not fulfilling the duties of their position as stipulated in the ASEWU Constitution and Bylaws shall be called before the ASEWU Superior Court and may have specific actions taken against them.

SECTION 2: Definition of Actions

The ASEWU Superior Court shall hereby be invested with the powers necessary to ensure that all elected or appointed ASEWU members are fulfilling their duties as stipulated in the ASEWU Constitution and Bylaws. Those powers shall include one (1) or more of the following actions.

- A. Formal written warnings.
- B. Discretionary sanctioning.
- C. Retraining by the ASEWU advisor or designee.
- D. Removal from office for non-performance of duties.

Any person that does not successfully complete any part of a sanction given to them by the ASEWU Superior Court shall be found in violation of their duties and shall return to the Court for further evaluation. The ASEWU Superior Court may grant exceptions to any part of this section in extreme circumstances if probable cause is given by the accused.

SECTION 3: Procedure

Any member of the current student body may bring charges in regard to any violation of the ASEWU Constitution and/or Bylaws against an elected or appointed official of the ASEWU. Charges and all information must be submitted in writing to the chief justice at least three (3) business days before the next regularly scheduled ASEWU Superior Court meeting in order to ensure a place on the agenda. No anonymous charges will be accepted.

SECTION 4: Due Process

To ensure that the accused is afforded due process, any and all complainant(s) shall be present at the appropriate hearing to give a statement and present information. Any accused official must be notified in writing of the specific violation(s) by the ASEWU Superior Court at least three (3) business days before the meeting at which their case shall be heard and be given a copy of all information available. Exceptions will be made only with the consent of the accused.

Any accused official shall be found responsible or not responsible in accordance with a preponderance of evidence.

SECTION 5: Administrative Leave

Members of the ASEWU Council may be placed on administrative leave with pay pending the outcome of a disciplinary action by the ASEWU Superior Court as outlined in this bylaw.

- A. The member being placed on administrative leave shall have written notice detailing action taken and reasons for said action within twenty-four (24) hours of being placed upon administrative leave.
- B. In the case of an ASEWU Council representative, this notice shall contain the signatures of three (3) elected officials of the ASEWU, a justice of the ASEWU Superior Court and the dean of students or designee.
- C. In the case of an ASEWU executive member, this notice shall bear the signatures of the ASEWU speaker pro-tem, two (2) other elected ASEWU officials, a justice of the ASEWU Superior Court and the dean of students or designee.
- D. This action may be immediately appealed at an emergency hearing of the ASEWU Superior Court who shall convene within twenty-four (24) business hours upon receiving the appeal.

SECTION 6: Appeals Process

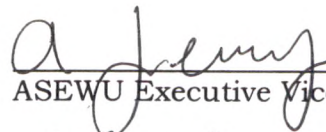
All judgments made by the ASEWU Superior Court can be overturned by the ASEWU Council with a unanimous vote, as per Article IV, Section VI of the ASEWU Constitution. This appeal must be given to the ASEWU executive vice president at least three (3) business days after receiving a judgment.

SECTION 7: Rescinded

Bylaw 2015-2016/704 is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 5/9/19

ASEWU Executive Vice President Date

 5/13/19

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/706</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>February 28, 2019</u>
Date Introduced:	<u>February 19, 2019</u>

An act establishing the sanctioning power of the ASEWU Superior Court in regard to registered student organizations.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

Any registered student organization not fulfilling their obligations and responsibilities as stipulated in the ASEWU Constitution and Bylaws shall be called before the ASEWU Superior Court and may have specific actions taken against them.

SECTION 2: Definition of Actions

The ASEWU Superior Court shall hereby be invested with the powers necessary to ensure that all registered student organizations are fulfilling their obligations and responsibilities as stipulated in the ASEWU Constitution and Bylaws. Those powers shall be limited to the following items.

- A. Formal written warnings.
- B. Discretionary sanctioning.
- C. Restriction of any and/or all privileges of a registered organization.
- D. Loss of ASEWU funding for the remainder of the academic year in question.
- E. Revocation of recognition as a student organization.

Any registered student organization that does not successfully complete any part of a sanction given to them by the ASEWU Superior Court shall be found in violation of their duties and shall return to the ASEWU Superior Court for further evaluation. The ASEWU Superior Court may grant exceptions to any part of this section due to extreme circumstances if probable cause is given by the accused.

SECTION 3: Membership

In addition to all active ASEWU Superior Court members, the advisor for student organizations or designee may serve as a non-voting member of the ASEWU Superior Court when a student organization is called before them.

SECTION 4: Procedure

Any member of the current student body may bring any registered student organization before the ASEWU Superior Court for judgment. Allegations based on the ASEWU Constitution and Bylaws with all information must be submitted in writing to the chief justice at least three (3) business days before the next regularly scheduled ASEWU Superior Court meeting in order to ensure a place on the agenda.

Sanctions issued by the ASEWU Superior Court against a student organization found to be in violation of stated policies and procedures shall not extend past

the end of the current academic year unless specifically detailed by the ASEWU Superior Court.

SECTION 5: Due Process

To ensure that the accused is afforded due process, the complainant(s) shall be present at the appropriate hearing to give a statement and present information. Any accused registered student organization must be notified of the specific violation(s) in writing by the ASEWU Superior Court at least three (3) business days before the meeting at which their case shall be heard and be given copies of all information available. Exceptions will be made only with the consent of the accused.

Any accused student organization shall be found responsible in accordance with a preponderance of evidence.

SECTION 6: Appeals Process


All judgments made by the Superior Court may be overturned by the ASEWU Council with a unanimous vote, as per Article IV, Section VI of the ASEWU Constitution. The appeal must be given to the ASEWU executive vice president no later than five (5) business days after receiving a judgment.

SECTION 7: Rescinded

Bylaw 2015-16/706 is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 5/16/19
ASEWU Executive Vice President / Date

 5/16/19
ASEWU President / Date

ASEWU Speaker Pro Tem / Date
(Veto override)

Bylaw:	<u>2018-19/707A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 2, 2019</u>
Date Introduced:	<u>April 16, 2019</u>

An act establishing the performance evaluation power of the ASEWU Superior Court.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The ASEWU Superior Court shall have the authority to review twice annually the performance of the ASEWU Council, executive members, Council clerk and cabinet members.

SECTION 2: Procedure for Cabinet and the Council Clerk

Twice annually, all appointed members of the ASEWU cabinet and Council clerk shall be reviewed by a panel of three (3) ASEWU Superior Court justices. The panel shall consist of two (2) ASEWU Superior Court associate justices and the chief justice. The ASEWU Superior Court clerk may be in attendance to take notes when requested by the chief justice.

These annual reviews shall take place during the following periods.

- A. Nearing the end of fall quarter.
- B. Nearing the end of winter quarter.

All appointed members of the ASEWU cabinet shall review two (2) officials of the ASEWU. Of these evaluations, the first shall be assigned by the ASEWU Superior Court. The second evaluation will be an official selected by the member. Each member of the ASEWU cabinet shall also provide a written appraisal of the ASEWU executive branch as a whole.

The ASEWU president shall provide the Superior Court chief justice with a written appraisal of each cabinet member's performance as outlined in Bylaw 103. A schedule of all evaluations shall be posted by the Superior Court clerk one (1) week prior to the date of evaluation.

The ASEWU Superior Court justices shall evaluate each cabinet member according to the following criteria.

- A. The duties outlined in the ASEWU Bylaw 114 for cabinet members and Bylaw 121 for the Council clerk.
- B. The written evaluations submitted by officials of the ASEWU.
- C. The written appraisals submitted by the ASEWU president and/or executive vice president.

A summary of the evaluations of cabinet members and the Council clerk shall be presented at the earliest ASEWU Council meeting following the completion of all evaluations.

SECTION 3: Procedure for Council Representatives

Twice annually, all elected or appointed ASEWU Council representatives shall be reviewed by a panel of three (3) Superior Court justices. The panel shall consist of two (2) ASEWU Superior Court associate justices and the chief justice. The

ASEWU Superior Court clerk may be in attendance to take notes when requested by the chief justice.

These annual reviews shall take place during the following periods.

- A) Nearing the end of fall quarter.
- B) Nearing the end of winter quarter.

All elected or appointed ASEWU Council representatives shall review three (3) officials of the ASEWU. Of these evaluations, the first shall be assigned by the ASEWU Superior Court. The second evaluation will be of a member of the representative's choosing. The third shall be their assigned associate justice. Each ASEWU Council representative shall also perform a written appraisal of the ASEWU executive branch as a whole.

The executive vice president shall provide the Superior Court chief justice with a written appraisal of each representative's performance as outlined in Bylaw 104, Section 6. A schedule of all evaluations shall be posted by the Superior Court clerk one (1) week prior to the date of evaluation.

The ASEWU Superior Court justices shall evaluate each representative according to the following criteria.

- A. The duties outlined in the ASEWU Constitution, Article II.
- B. The duties outlined in ASEWU Bylaw 107.
- C. The monthly written reports submitted by the Council representative.
- D. The written evaluations submitted by officials of the ASEWU.
- E. The written appraisals submitted by the executive vice president.

A summary of the evaluations of the Council representatives shall be presented at the earliest ASEWU Council meeting following the completion of all evaluations.

SECTION 4: Procedure for Executives

Twice annually, all elected or appointed ASEWU executives shall be reviewed by the full ASEWU Superior Court. The ASEWU Superior Court clerk may be in attendance to take notes when requested by the chief justice.

These annual reviews shall take place during the following periods.

- A. Nearing the end of fall quarter.
- B. Nearing the end of winter quarter.

The elected or appointed ASEWU president and finance vice president shall review three (3) officials of the ASEWU. Of these evaluations, the first shall be assigned by the ASEWU Superior Court. The second evaluation will be of a member of the executive's choosing. The third evaluation will be the ASEWU Superior Court chief justice.

The elected or appointed ASEWU executive vice president shall review two (2) officials of the ASEWU. Of these evaluations, the first shall be as assigned by the ASEWU Superior Court. The second evaluation will be the ASEWU Superior Court chief justice. This is in addition to evaluations indicated in Bylaw 104.

Prior to the ASEWU Superior Court evaluation, any elected or appointed ASEWU

Council representative shall have the opportunity to submit a letter detailing their evaluation of the executive up for evaluation. Such letters shall be submitted to the ASEWU Superior Court chief justice three (3) business days prior to the evaluation. Anonymous accusations shall not be accepted for consideration by the ASEWU Superior Court. A schedule of the evaluations shall be posted by the ASEWU Superior Court clerk one (1) week prior to the date of evaluation.

The ASEWU Superior Court justices shall evaluate executive members according to the following criteria.

- A. The duties outlined in the ASEWU Constitution, Articles II and III.
- B. The duties outlined in their corresponding Bylaw (103, 104 or 105).
- C. The monthly written reports submitted by the executive.
- D. Any letters and all written evaluations submitted by ASEWU Council representatives and cabinet.

A summary of the evaluations of the executives shall be presented at the earliest ASEWU Council meeting following the completion of all evaluations.

SECTION 5: Definition of Actions and Sanctioning Authority

Following a performance evaluation, the ASEWU Superior Court shall be invested with the powers necessary to ensure that all elected or appointed ASEWU members are fulfilling their duties as stipulated in the ASEWU Constitution and Bylaws without a hearing. These powers shall include one (1) or more of the following actions.

- A. Formal written warnings.
- B. Discretionary sanctioning.
- C. Retraining by the ASEWU advisor or designee.

Any person that does not successfully complete any part of a sanction assigned by the ASEWU Superior Court shall be found in violation of their duties and shall return to the Court for further evaluation. The ASEWU Superior Court may grant exceptions to any part of this section in extreme circumstances if probable cause is given by the member of ASEWU.

SECTION 6: Due Process

In the event that a sanction results in the removal from office for non-performance of duties for any elected or appointed ASEWU members, hearings shall be conducted as per Bylaw 704.

SECTION 7: Appeals Process

All judgments made by the ASEWU Superior Court may be overturned by the ASEWU Council with a unanimous vote, as per Article IV, Section VI of the ASEWU Constitution. The appeal must be given to the ASEWU executive vice president within three (3) business days after receiving a judgment.

SECTION 8: Rescinded

Bylaw 2018-19/707 is hereby rescinded.

SPONSOR(S): Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal



ASEWU Executive Vice President 5/9/19
Date



ASEWU President 5/13/19
Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2018-19/708</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>November 6, 2018</u>
Date Introduced:	<u>November 2, 2018</u>

An act establishing the performance evaluation power of a review board for the ASEWU Superior Court justices.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

A review board shall be created with one (1) voting member of the ASEWU Council (excluding the executive vice president), the ASEWU president and the dean of students or designee with the authority to review twice annually the performance of the ASEWU Superior Court justices. The ASEWU president shall be responsible to convene the review board.

SECTION 2: Procedure for ASEWU Superior Court Associate Justices

These annual reviews shall take place during the following times.

- A. Within the first two weeks of winter quarter.
- B. Within the first two weeks of spring quarter.

The chief justice shall provide members of the review board with a written appraisal of the performance of each associate justice.

The review board shall evaluate each associate justice according to the following.

- A. The duties outlined in ASEWU Bylaw 701.
- B. The written evaluations submitted by officials of the ASEWU.
- C. The written appraisals submitted by the chief justice.

SECTION 3: Procedure for the ASEWU Superior Court Chief Justice

These annual reviews shall take place during the following times.

- A. Within the first two weeks of winter quarter.
- B. Within the first two weeks of spring quarter.

Each associate justice shall provide members of the review board with a written appraisal of the performance of the chief justice.

The review board shall evaluate the chief justice according to the following.

- A. The duties outlined in the ASEWU Constitution, Article IV.
- B. The duties outlined in the ASEWU Bylaw 701.
- C. The written evaluations submitted by officials of the ASEWU.
- D. The written appraisals submitted by each associate justice.

SECTION 4: Definition of Actions and Sanctioning Authority

Following a performance evaluation, the review board shall be invested with the powers necessary to ensure that all the ASEWU Superior Court justices are fulfilling their duties as stipulated in the ASEWU Constitution and Bylaws without a hearing. Those powers shall include one (1) or more of the following actions.

- A. Formal written warnings.
- B. Discretionary sanctioning.

C. Retraining by the ASEWU advisor or designee.

Any person that does not successfully complete any part of a sanction assigned by the review board shall be found in violation of their duties and shall return to the review board for further evaluation. The review board may grant exceptions to any part of this section in extreme circumstances if probable cause is given by the ASEWU member.

SECTION 5: Due Process


In the event that further disciplinary actions are needed to be taken against an ASEWU Superior Court justice, hearings shall be conducted as per Bylaw 702.

SECTION 6: Appeals Process

All judgments made by the review board may be overturned by the ASEWU Council with a unanimous vote. The appeal must be given in writing to the ASEWU executive vice president within five (5) business days after receiving a judgment.

SPONSOR(S): Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 5/16/19
ASEWU Executive Vice President Date

 5/16/19
ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw:	<u>2017-18/801</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 15, 2018</u>
Date Introduced:	<u>March 13, 2018</u>

An act establishing the ASEWU Endowment Scholarship.
Be enacted by the ASEWU Council that:

SECTION 1: Purpose

The Associated Students of Eastern Washington shall establish an ASEWU scholarship fund. The scholarship shall be for the exclusive benefit of the students at Eastern Washington University. This is not just an academically based scholarship. This scholarship was designed for students that are involved with activities that clearly show pride for EWU. It is the intent of this scholarship to be from the students to the students.

SECTION 2: Procedures

- A. The monies for the ASEWU Scholarship will be generated from the ASEWU Vending Account # 300098; and
- B. The amount of five thousand dollars (\$5,000) will be transferred annually to the Financial Aid and Scholarship office for disbursement, as stipulated in this document.

SECTION 3: Qualifications

All scholarship recipients must meet the following criteria:

- A. Must be a full time student at EWU for one full previous quarter;
- B. Must be involved in at least one club or organization;
- C. Must submit an essay with the topic "Why I should be chosen for the ASEWU scholarship" that will be read by members of the ASEWU and judged accordingly to the guidelines set forth by this document;
- D. The annual allocation will amount to five thousand dollars (\$5,000);
- E. The GPA criteria are outlined in section 3, items F, G and H;
- F. Two (2) scholarships for one thousand dollars (\$1,000) for students registered in club and organization with cumulative GPA 3.3-3.5 inclusive;
- G. Two (2) scholarships for one thousand dollars (\$1,000) for students registered in club and organization with cumulative GPA 3.5-4.0 inclusive; and
- H. One (1) scholarship for one thousand dollars (\$1,000) for students registered in club and organization with cumulative GPA 3.0-3.3 inclusive.

SECTION 4: Fund Oversight

The assigned administrators for this endowment and responsibilities

- A. The ASEWU President;
- B. The Athletic Affairs and University Advancement ASEWU Council representative; and
- C. The Dean of Students.

The assigned administrators of this endowment shall be responsible for the following:

- A. Monitoring contributions to, and disbursements from the account by determining who receives the monthly financial reports from the Student Life Accounting office; and
- B. Advertising and promoting the scholarships.

SECTION 5: Distribution of Funds

- A. The initial money provided by the ASEWU to establish this fund, and all future funds in this account shall be administered in manner consistent with procedures in the university and the foundation.
- B. It is the intent of the donor that the principal balance of the Endowment stay intact and only the interest earned is awarded.
- C. Five percent (5%) of the interest earned will be used for the awarding of the scholarship(s).
- D. Any other interest for the gift capital and investment earnings will, after fees for administrative costs, be reinvested in the endowment.
- E. Monies not awarded in any year will be added to the principal, as well.
- F. A scholarship may be awarded to one (1) or more students for one (1) quarter, depending on the amount of interest earned for the year. It will be left to the discretion of the selection committee as to how many scholarships are awarded.

SECTION 6: Change of Conditions

- A. This agreement may be amended or modified with mutual consent of the donors and the Foundation. Such changes would be made only of necessary and advisable for the more convenient or efficient administrators or the endowment or to enable the University to carry out the purposes of the endowment more effectively.
- B. However, no amendment or modification or to alter the intention of the donors on the uses and stipulations as stated above.
- C. Also, all such amendments and modifications must be consistent with the intent that this endowment be operated exclusively for charitable, scientific, literary, or educational purposes within the United States.
- D. All amendments and modifications must be consistent with any of its possessions, and in the manner, which shall make the endowment tax exempt, and the donations to it tax deductible to the extent allowed by the legislation and regulations.
- E. Every amendment or modification in this agreement shall be made in writing and shall be signed by the donors and the Foundation.
- F. The endowment shall at all times retain its identity and shall maintain the integrity of the original intent of the donors.

SECTION 7: Rescinded


Bylaw 2010-11/801 is hereby rescinded.

SPONSOR: Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

 3/21/18

ASEWU Executive Vice President Date

 3/21/18

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

