

# ABRIDGED BYLAWS OF THE BOARD OF DIRECTORS

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## ARTICLE I DUTIES OF THE OFFICIALS OF THE BOARD OF DIRECTORS

### **SECTION I: Board of Directors**

- A. All Board of Directors members, excluding the representatives from GPSS and the Student Senate, shall:
1. Appoint representatives to, or oversee the committees and issue areas listed in the ASUW Bylaws Article VI § 1, A.
  2. Attend a minimum of one Student Senate meeting per calendar month, to be verified by the Student Senate Membership Coordinator in coordination with the Personnel Director.
  3. Each member must train the incoming member elected, or hired to their position.
  4. Attend ASUW training and orientation.
  5. Initiate projects as necessary.
- B. All Board of Directors members responsible for nominating ASUW volunteers to on-campus, off-campus, and ASUW Committees, shall:
1. Use the open-selection process;
  2. Coordinate with the Director of the Office of Volunteer Opportunities to recruit diverse applicant pools for volunteer appointments.
  3. Submit nomination and appointment bills for ASUW non-paid positions and University appointments.
  4. Notify appointing authorities and appropriate University administrators of ASUW nominations and appointments to University Committees.
  5. Determine with the University Registrar that ASUW nominations and appointments are undergraduate students with at least six credit hours or graduate students with at least four credit hours.
  6. Compile quarterly reports from all ASUW representatives on University committees;
- C. ASUW Standing Committee members shall attend all committee and assigned subcommittee meetings, unless excused by the Chair;
- D. ASUW Commission, Entity, Enterprise or Program liaisons shall, when appropriate, serve as the official ASUW representative of the Commission, Entity, or Program. This role shall include reaching an agreement between the Entity management and the Board of Directors liaison. This agreement shall outline expectations for the upcoming quarter and shall include a listing of quarterly and annual goals for the Entity and a listing of liaison goals addressing concerns within the scope of his or her specific area. This agreement shall be turned in to the ASUW President by the second week of each quarter. In addition, the following aspects of the liaisonships shall be binding:

1. To act as the communication link between assigned entities and the Board of Directors by:
  - a. Providing information pertinent to the Entity and its management as it becomes necessary;
  - b. Meeting with Entity management on a regular basis;
  - c. Maintaining extensive knowledge of Entity functions and daily operations, and working knowledge of any problems which may arise;
  - d. Providing the Board of Directors with information about the Entity on a regular basis;
  - e. Sending courtesy copies of appropriate memos to the Entity;
  - f. Chairing review committees, which review the Entity, as directed by the ASUW President; and
  - g. Attending at least two programs, events, or meetings of the commission, Entity, or program during any given quarter.
2. To expect the following from entity management:
  - a. Regularly scheduled meetings with high attendance;
  - b. Feedback in areas of concern to the Entity or to the ASUW;
  - c. Copies of relevant memos and letters;
  - d. Information when the Entity is appearing before an ASUW Standing Committee;
  - e. Open channels of communication; and
  - f. Compliance with directives issued by the Board liaison.
3. To work to develop expertise in a liaison area, to enable the liaison to effectively initiate projects, deal with administrators, and address university issues related to the liaison area.
4. To give a detailed written and oral report to the Board of Directors on a regular basis as determined by that body, regarding issues facing the liaison's area of concern, progress of the Entity (including strengths and weaknesses of programming), and status of initiated projects.

## **SECTION 2: President**

The President shall:

- A. Serve as the Chair of the Board of Directors. The Chair of the Board of Directors shall:
  1. Conduct Board of Directors meetings; and
  2. Call meetings of the Board of Directors as needed and designate time and place of the meetings; and
  3. Appoint committees with the confirmation of the Board of Directors, except as provided in the Constitution; and

4. Assign floating committee appointments to the Board of Directors.
- B. Serve as the Chief Executive Officer of the Association.
  - C. Coordinate with the Vice President on strategic planning.
  - D. Facilitate campus-wide collaboration, representation, and communication through building rapport with campus leadership by:
    1. Holding leadership meetings with student leadership across communities, RSOs, and student groups at least once a month in coordination with the ASUW Vice President, ASUW Director of Community Relations, and Director of Diversity Efforts; and
    2. Following up on items discussed by communicating with the Vice President and Provost for Student Life, ASUW Vice President, ASUW Director of Community Relations, and student group executive leadership.
  - E. Serve as official spokesperson of the ASUW in campus, community, and inter-school relationships.
  - F. Ensure wide and effective student participation in shared governance with faculty and administration.
  - G. Participate and/or take leadership in essential university committees as delineated in the ASUW Bylaws.
  - H. Make public appearances and speeches at university and community events, attend these events to establish and maintain good relations.
  - I. Oversee and lobby for political efforts at the local, state and federal level. For state lobbying, this can include public testimony to House and Senate committees.
  - J. Ensure communication with the Board of Directors, ASUW, GPSS, University administration, and University community, including ensuring that all written and electronic correspondence is responded to.
  - K. Serve as ex-officio member with vote on all ASUW committees except on the Elections Administration Committee for recall elections (the President may appoint proxies to these positions).
  - L. Serve as an ex-officio member without vote on the Board of Regents, the Faculty Senate, the Faculty Senate Executive Committee, and the University Budget Committee (the President may not appoint proxies for these positions).
  - M. Serve as an ex-officio member without vote on the Alumni Association Board of Trustees (the President may appoint an At-Large member of the Board of Directors to serve as a proxy for this position).

- N. Handle major public relations efforts with national and local press in coordination with the Communication Director.
- O. Ensure that Board of Directors members, including the Vice President and Directors, are fulfilling their job responsibilities, and if necessary, make recommendations for disciplinary action to the Personnel Director (or Vice President, if it involves the Personnel Director) for failure to perform the duties of their offices.
- P. Distribute projects and tasks to the Board of Directors as applicable to ensure their completion.
- Q. Maintain accountability for twenty-nine hours per week, during which the President's activities and/or whereabouts are known to the Personnel Director and the front office staff. During this twenty-nine hour period, the President may schedule meetings and appointments, complete projects and otherwise guide the work and mission of the ASUW. A schedule of these hours shall be submitted to the Personnel Director by the first week of each quarter.
- R. Meet with the ASUW Finance and Budget Director at the beginning of each quarter to establish the responsibilities and allocation of their Administrative Assistant for their respective quarter. This shall be submitted for approval to the Personnel Director no later than the second week of each quarter.
- S. Create a list of projects on which the At-Large members or volunteers will work.
- T. Complete a quarterly report and a quarterly evaluation of all Board of Directors members for the Autumn and Winter Quarters and submit it to the Personnel Director by the second week of the following quarter.
- U. Attend all regularly scheduled Board of Directors meeting or special Board of Directors meetings unless officially excused by the Vice President.
- V. Ensure that all acts of the Board of Directors are executed.
- W. Sit on the hiring committees for the Director and Assistant Director positions within the Office of Governmental Relations for the term in which they will be President. Hiring within the Office of Governmental Relations shall not take place until after the ASUW elections.
- X. Serve as the ASUW representative to the Tri-Campus community (ASUW Bothell and Tacoma).
- Y. Supervise the Director of the Office of Government Relations.
- Z. Train the President-elect following their election.

AA. Serve as a member of the Student Senate.

BB. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter.

### **SECTION 3: VICE PRESIDENT**

The Vice President shall:

A. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Director meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director.

B. Discharge the duties of the President in case of the latter's absence, resignation, or forfeiture of office.

C. Support the President as Chief of Staff and Chief Operating Officer for the Association.

D. Serve as a member of the Finance and Budget Committee.

E. Serve as a member of the Personnel Committee.

F. Act as a liaison between the Finance and Budget Committee and the Personnel Committee.

G. Meet regularly with the Personnel and Finance and Budget Directors to review and manage internal operations of the ASUW.

H. Develop financial and operating plans with the Finance and Budget Director for the association and oversee association-wide initiatives.

I. Meet on a weekly basis with the ASUW President to update him/her on the on goings of the Association.

J. Schedule biweekly one-on-one meetings with each individual Board member.

K. Serve as a member of the HUB Board of Representatives.

L. Serve as a member of the Husky Pride Fund Committee.

M. Responsible for strategic planning and goal setting.

N. Coordinate with the BOD to update the ASUW mission statement as necessary.

O. Serve as the BOD liaison to the Experimental College.

- P. Serve as the BOD liaison to Off-Campus Housing Affairs.
- Q. Serve as the BOD liaison to the Office of Volunteer Opportunities and oversee the volunteers and the process of leadership development.
- R. Serve as the BOD liaison to ASUW Ambassadors.
- S. Serve as the BOD liaison to UW Leaders.
- T. Perform all necessary oversight of the Association's enterprises.
- U. Work with the enterprises to develop a business plan and monitor their performance under that plan on a regular basis.
- V. Work with the Experimental College, the Bike Shop, and Off-Campus Housing Affairs to develop goals and strategies for the year and monitor their performance under that plan on a regular basis.
- W. Work with the Experimental College, the Bike Shop, and Off-Campus Housing Affairs to develop a set of specific benchmarks and metrics to measure their success, and report to the Board of Directors on enterprises' level of progress in achieving those benchmarks.
- X. Approve any major changes in policy, procedure, or strategy undertaken by the enterprises, and report any such changes to the BOD. If the Vice President rejects a proposal by an entity, both must attend a Board of Directors meeting within the next three weeks in which the proposal is subject to a vote by the Board of Directors.
- Y. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with him/her to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.
- Z. Maintain accountability for twenty-five work hours per week, during which the Vice President's activities and/or whereabouts are known to the Personnel Director and the front office staff; During this twenty-five hour period, the Vice President shall complete projects, schedule meetings and appointments, or otherwise facilitate the work of the ASUW. A schedule of these hours shall be submitted to the Personnel Director by the first week of each quarter.
- AA. Complete initiated projects as directed by the ASUW President.
- BB. Complete a transition binder to be submitted to Personnel Director by the end of Spring Quarter.

**SECTION 4: FINANCE AND BUDGET DIRECTOR.**

The Finance and Budget Director shall:

- A. Serve as an ex-officio member of the Board of Directors without vote, and shall be hired by the current BOD through the Personnel hiring process. This person shall take office with the incoming BOD but shall be responsible for learning the position over Spring Quarter;
- B. Act as the Chief Financial Officer of the Association;
- C. Serve as Chair of the Finance and Budget Committee, which shall include the following responsibilities:
  - 1. Set up an agenda for the weekly Finance and Budget Committee meeting;
  - 2. Make appointments to discuss budget matters with student groups;
  - 3. Prepare a report of the weekly Finance and Budget Committee meetings to be submitted to the Board of Directors at its next meeting;
  - 4. Monitor budget appropriations and expenditures;
  - 5. Present a financial report of the previous quarter to the Board of Directors at or before the second regularly scheduled meeting of each academic quarter; and
- D. Serve as a member of the Services and Activities Fee Committee and appoint volunteers to serve as ASUW Representatives on the Committee by using the open-selection process;
- E. Report directly to the President;
- F. Serve as Chair of the Special Appropriations Committee;
- G. Post the budget of the ASUW on the ASUW's web page;
- H. Publish a budget summary in The Daily at the beginning of each quarter;
- I. Complete initiated projects as directed by the President;
- J. Shall meet with the ASUW President at the beginning of each quarter to establish the responsibilities and allocation of their Administrative Assistant for that respective quarter. This shall be submitted for approval to the Personnel Director no later than the second week of each quarter;
- K. Attend all regularly scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the President or Vice President; and
- L. Maintain accountability for twenty-five office hours per week, including twenty scheduled office hours during which time the Finance and Budget Director's activities and/or whereabouts are known to the front office staff; (meetings and appointments may be scheduled during this time). The remaining five hours shall be utilized to complete projects, schedule meetings and appointments, or otherwise

facilitate the work of the ASUW. A schedule of these hours shall be submitted to the Personnel Director by the first week of each quarter.

- M. Shall supervise financial and internal operations of the ASUW in cooperation with the Vice President.
- N. Advise the ASUW Board of Directors on all financial matters, including spending priorities, budget process, and financial status.
- O. Meet with ASUW Programs and Enterprises to ensure proper execution and implementation of provisions provided in the ASUW corporate budget.
- P. Work with the Director of Service and Partnerships to monitor the Husky Pride Fund.

### **SECTION 5: PERSONNEL DIRECTOR**

The Personnel Director shall:

- A. Serve as an ex-officio member of the Board of Directors without vote, and shall be hired by the BOD through the Personnel hiring process. This person shall take office with the incoming BOD but shall be responsible for learning the position over Spring Quarter;
- B. Act as Chief Human Resources Officer of the Association;
- C. Report directly to the Vice President;
- D. Maintain a personnel policy for the ASUW in accordance with University and ASUW policies;
- E. Serve as Chair of the Personnel Committee;
- F. Serve as Chair, or appoint members of the Personnel Committee to chair the interviewing subcommittees of the Personnel Committee;
- G. Direct the advertising and recruitment of students to fill all vacant ASUW paid positions appointed by the Board of Directors in coordination with the Communications Director;
- H. Coordinate with the Director of Diversity Efforts and Director of Community Relations to recruit diverse applicant pools for all paid positions;
- I. Maintain files of all students applying for ASUW Board of Directors appointed paid positions, including names, addresses, and phone numbers;



- J. Prepare and submit recommendations for appointment to the Board of Directors from the interviewing subcommittee of the Personnel Committee;
- K. Draft letters of agreement with all ASUW paid personnel specifying conditions of employment;
- L. Inform all hourly personnel of the University records to be processed with the Student Activities Office;
- M. Advise the Board of Directors on procedures and policies covering ASUW paid positions;
- N. Determine with the Registrar's Office that all individuals holding ASUW paid positions are undergraduate students with at least six credit hours or graduate students with at least four credit hours to make this inquiry during the third week of each quarter, and to relate the results of this inquiry to the Board of Directors at the regularly scheduled meetings during the fourth week, respectively;
- O. Work with the Administrative Assistants to ensure a productive and organized working environment;
- P. Complete initiated projects as directed by the President;
- Q. Initiate projects as necessary;
- R. Ensure that the President is fulfilling job responsibilities, and, if necessary, make recommendations for disciplinary action to the Board of Directors for non-fulfillment of duties;
- S. Attend all regularly scheduled Board of Directors meetings and special Board of Directors meetings unless officially excused by the President or the Vice President;
- T. Maintain accountability for twenty-five office hours per week, including twenty scheduled office hours during which time the Personnel Director's activities and/or whereabouts are known to the front office staff; (meetings and appointments may be scheduled during this time). The remaining five hours shall be utilized to complete projects, schedule meetings and appointments, or otherwise facilitate the work of the ASUW. A schedule of these hours shall be submitted to the ASUW President by the first week of each quarter;
- U. Formally recognize the work of employees and volunteers through the Spring Social and employee and volunteer of the month programs and other measures as needed;
- V. Ensure that all employees are fulfilling job responsibilities and their office hours, and, if necessary, make recommendations for disciplinary action to the BOD for non-fulfillment of duties;

- W. Organize quarterly association wide staff meetings;
- X. Review ASUW job descriptions and pay rates as necessary, and, in conjunction with the Personnel Committee, make recommendations regarding such to the ASUW Finance & Budget Committee and Board of Directors.

**SECTION 6: Communications Director:**

- A. Serve as an ex-officio member of the Board of Directors without vote, and shall be hired by the BOD through the Personnel hiring process. This person shall take office with the incoming BOD but shall be responsible for learning the position over Spring Quarter.
- B. Develop strategic marketing and communication plans designated to increase the visibility of ASUW, its events, services and brand.
- C. Work with the ASUW Board of Directors and other ASUW entities to develop a branding strategy that effectively communicates to the student body.
- D. Serve as the primary writer, editor, and content manager for Association-wide promotional materials.
- E. Direct ASUW external communications, such as writing and copy editing press releases, editing speeches, providing professional and constituent correspondence, and other published materials.
- F. Oversee and manage the Office of Communications.
- G. Communicate with on and off campus media and serve as the BOD liaison to The Daily.
- H. Create an Annual Report for ASUW's constituents and stakeholders that highlights how the organization is working to meet strategic goals.
- I. Be a resource for ASUW entities for developing their own publicity and visibility strategies.
- J. Work to standardize publicity efforts across the Association by educating employees about effective communication efforts.
- K. Ensure consistency and development of brand and marketing strategy across all employed media: social media, websites, email marketing, flyers, agendas, and print, etc.
- L. Work with the Webmaster and Computer Administrator to ensure all website and technological needs of the association are met and in a timely manner.

- M. Meet quarterly with the Personnel Director.
- N. Work with liaison entities to develop goals and strategies for the year to develop a set of specific benchmarks and metrics to measure their successes, and report to the Board of Directors on programs' levels of progress in achieving these benchmarks.
- O. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with him/her to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.
- P. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
- Q. Submit quarterly reports as assigned by the Director of Policy and Procedures and Personnel Director.
- R. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
- S. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter.

## **SECTION 7: BOARD OF DIRECTORS MEMBERS AT-LARGE**

Six At-Large Board of Directors Representatives shall:

- A. Serve as members of the Board of Directors;
- B. Maintain accountability for twenty office hours per week, including sixteen scheduled office hours during which time his/her activities and/or whereabouts are known to the front office staff; (meetings and appointments may be scheduled during this time). The remaining four hours shall be utilized to complete projects, schedule meetings and appointments, or otherwise facilitate the work of the ASUW. A schedule of these hours shall be submitted to the Personnel Director by the first week of each quarter;
- C. Fill volunteer positions on all ASUW Committees for which the Board of Directors Member At-Large is a Chair in accordance with Article VI of the Bylaws;
- D. Attend all regularly scheduled Board of Directors meetings and special Board of Directors meetings, unless officially excused by the President or the Personnel Director;
- E. Complete other related tasks involving the Association not delineated in these Bylaws and as assigned by the ASUW President;

F. The directorships shall be delineated as follows:

I. The **Director of Policy and Procedures**, who shall:

- a. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Director meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director.
- b. Serve as the Chair of the Judicial Committee.
- c. Serve as the Parliamentarian to the Board of Directors.
- d. Serve as the non-voting BOD liaison to the Elections Administration Committee.
- e. Serve as a BOD liaison to the Legislative Steering Committee and Resolution Conference with vote.
- f. Be responsible for ASUW compliance with record-keeping guidelines as delineated in Article VIII.
- g. Be a resource for the Board of Directors in drafting legislation and amending ASUW governing documents.
- h. Work with the Administrative Assistants to ensure proper records management.
- i. Create, maintain and update relevant sections of the ASUW Wiki interface and work with both predecessor and successor to ensure long-term progress.
- j. Ensure quarterly reports are submitted by all entities and employees in compliance with association bylaws, in a timely manner.
- k. Serve as the liaison to the ASUW Student Senate.
- l. Work with ASUW Student Senate to ensure the Senate Bylaws are reflective of and cohesive with these ASUW Bylaws.
- m. Work with ASUW Student Senate to develop goals and strategies for the year, and monitor Senate's performance under that plan on a regular basis.
- n. Serve as a member of the Senate Steering Committee with vote.
- o. Serve as the liaison to the ASUW technology department.
- p. Work with the Personnel Director to resolve conflicts and job performance issues with the ASUW Student Senate.
- q. Be a resource for members of the Board of Directors or other ASUW member to clarify policies and procedures, and refer such questions to the Judicial Committee when necessary.
- r. Work with the Vice President to ensure that enterprise quarterly reports and annual reports are cohesive.
- s. Work with HUB and the Office of Student Life regarding ASUW History.
- t. Serve as a member of both the Graduate and Professional Student Senate and GPSS Senate Executive Committee with vote.
- u. Meet quarterly with the Personnel Director.
- v. Work with liaison entities to develop goals and strategies for the year to develop a set of specific benchmarks and metrics to measure their successes, and report to the Board of Directors on programs levels of progress in achieving these benchmarks.

- w. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with him/her to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.
- x. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
- y. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
- z. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter.

2. The **Director of Diversity Efforts**, who shall:

- a. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Director meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director.
- b. Coordinate inter-Commission collaboration and diversity programming.
- c. Oversee all ASUW Commissions and maintain frequent communication.
- d. Serve as the BOD liaison to the Sexual Assault and Relationship Violence Activists (SARVA).
- e. Attend four SARVA peer educator trainings, preferably one meeting a month between the months of January to June.
- f. Chair bi-weekly Joint Commissions Committee (JCC) meetings.
- g. Manage the Joint Commission Committee budget and maintain records of all transactions.
- h. Consistently assess, research and act on issues concerning UW students for the purpose of promoting diversity.
- i. Serve as a voting member of the OMA/D Student Advisory Board.
- j. Serve as a voting member of the Women's Center Student Advisory Board.
- k. Serve as a member of the University Diversity Council.
- l. Serve as a member to the Women's Academia Faculty Council.
- m. Serve as the BOD liaison to and maintain frequent communication with the Office of Minority Affairs, Q Center, Disability Services, Women's Center, and FIUTS.
- n. Serve as a BOD liaison to the Ethnic Cultural Center.
- o. Coordinate with the ASUW Personnel Director and the members of the Board of Directors to recruit diverse applicant pools for volunteer and paid appointments.
- p. Meet quarterly with the Personnel Director.
- q. Work with commissions to develop goals and strategies for the year to develop a set of specific benchmarks and metrics to measure their successes, and report to the Board of Directors on programs' levels of progress in achieving these benchmarks.
- r. Work with the Personnel Director to resolve conflicts and job description issues concerning commissions. If needed, work with him/her

to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.

- s. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
- t. Submit quarterly reports as assigned by the Director of Policy and Procedures and Personnel Director.
- u. Attend ASUW mandatory training sessions and staff meetings, including by not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
- v. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter.

**3. Director of University Affairs** who shall:

- a. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Director meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director.
- b. Attend all general meetings of the Faculty Senate.
- c. Serve as an ASUW Representative to the Faculty Councils on Academic Standards, Teaching and Learning, and Student Affairs, and any other Faculty Councils deemed essential by the President and the Board of Directors (BOD).
- d. Serve on the Universal Student U-Pass Advisory Board.
- e. Serve as an ASUW Representative to the Committee on Academic Conduct and other University committees related to faculty, administrative and academic affairs that are deemed essential by the President or BOD.
- f. Nominate volunteers to serve as ASUW representatives on the remaining Faculty Councils by using the ASUW open-selection process, beginning with the Faculty Councils on Tri-Campus Policy.
- g. Nominate volunteers to serve as ASUW representatives on the remaining relevant Academic University committees by using the open-selection process.
- h. Communicate regularly with ASUW Representatives on Faculty Councils and relevant University committees.
- i. Compile quarterly reports from all ASUW Representatives on University Committees.
- j. Serve as an ASUW liaison to ASUW representatives on University Committees, and inform said representatives of all ASUW policies, resolutions, and stances relevant to their committees.
- k. Assemble the Governance Committee by the end of fall quarter, making appointments for, at minimum, the ASUW representatives on the following committees:
  - 1. Provost's Advisory Committee for Students,
  - 2. All College or Dean Student Advisory Councils,
  - 3. Faculty Council on Benefits and Retirement
  - 4. Faculty Council on University Facilities and Services

5. Faculty Council on Tri-Campus Policy
6. Faculty Council on University Libraries
7. Faculty Council on Research
8. Faculty Council on Faculty Affairs

- l. Serve as the BOD liaison to the Office of Government Relations.
- m. Serve as a member of the Senate Steering Committee with vote.
- n. Work with Student Senate Representatives to ensure that appropriate actions are being taken to follow through on Senate resolutions related to faculty, administrative and academic affairs.
- o. Serve as a BOD liaison to the Legislative Steering Committee and Resolution Conference with vote.
- p. Serve as an ex-officio member of the Provost's Advisory Committee for Students.
- q. Coordinate regularly with the Graduate and Professional Student Senate, especially the GPSS University Affairs Director, on University-wide budgeting, academic, and administrative issues.
- r. Meet quarterly with the Personnel Director.
- s. Work with liaison entities to develop goals and strategies for the year to develop a set of specific benchmarks and metrics to measure their successes, and report to the Board of Directors on programs' levels of progress in achieving these benchmarks.
- t. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with him/her to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.
- u. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
- v. Submit quarterly reports as assigned by the Director of Policy and Procedures and Personnel Director.
- w. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
- x. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter.

4. The **Director of Programming**, who shall:

- a. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Director meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director.
- b. Oversee and coordinate all general and inner-ASUW collaborative programming.
- c. Serve as the BOD liaison to Arts & Entertainment.
- d. Serve as the BOD liaison to the Student Health Consortium (SHC).
- e. Serve as the BOD liaison to Rainy Dawg Radio.

- f. Serve as the BOD liaison to the Special Appropriations Committee. Assist members from Arts & Entertainment and Rainy Dawg Radio to pursue joint programming and promotions, and continue as needed or desired.
- g. Establish and maintain relationships with the University of Washington Alumni Association Homecoming event.
- h. Serve as Chair of the Homecoming Planning Committee with emphasis in programming.
- i. Serve as Chair of the Programming Committee.
- j. Assist all Board members in programming efforts.
- k. Meet quarterly with the Personnel Director.
- l. Work with liaison entities to develop goals and strategies for the year to develop a set of specific benchmarks and metrics to measure their successes, and report to the Board of Directors on programs' levels of progress in achieving these benchmarks.
- m. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with him/her to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.
- n. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
- o. Submit quarterly reports as assigned by the Director of Policy and Procedures and Personnel Director.
- p. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
- q. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter.

5. The **Director of Community Relations**, who shall:

- a. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Director meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director.
- b. Serve as the BOD liaison to the Residence Hall Student Association.
- c. Serve as the BOD liaison to Greek communities and councils.
- d. Serve as the BOD liaison to commuter students.
- e. Serve as the BOD liaison to Registered Student Organizations, including sitting on, or being responsible for appointments to, the Office Space Assignment Committee.
- f. Serve as a BOD liaison to the Ethnic Cultural Center.
- g. Serve as a BOD liaison to the Student Senate without vote.
- h. Serve as a BOD liaison to the Senate Steering Committee with vote.
- i. Serve as the ASUW representative to the UW Police Department, including sitting on, or appointing a proxy to, the Campus Security Advisory Committee and the Emergency Management Committee.



- j. Work with Student Senators to ensure that appropriate actions are being taken to follow through on Senate resolutions related to the campus community.
- k. Serve as a BOD liaison to the Student Advisory Board as an ex-officio member.
- l. Serve as Chair of the Committee on Student Safety.
- m. Coordinate a monthly meeting with representatives from each organization or community which the Director of Community Relations liaisons to.
- n. Serve as an ASUW Representative to the North of 45<sup>th</sup> Committee.
- o. Serve as the ASUW Representative to the on campus Building Committee.
- p. Serve as the ASUW Representative to the City/University Community Advisory Committee.
- q. Serve as vice chair of the Homecoming Planning Committee with emphasis in community connection.
- r. Meet quarterly with the Personnel Director.
- s. Work with liaison entities to develop goals and strategies for the year to develop a set of specific benchmarks and metrics to measure their successes, and report to the Board of Directors on programs' levels of progress in achieving these benchmarks.
- t. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with him/her to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.
- u. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
- v. Submit quarterly reports as assigned by the Director of Policy and Procedures and Personnel Director.
- w. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
- x. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter

6. The **Director of Service and Partnerships**, who shall:

- a. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Director meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director.
- b. Serve as the ASUW liaison to Advisory Committee to Intercollegiate Athletics.
- c. Serve as the ASUW liaison to the UW Student Athlete Advisory Council.
- d. Serve as the ASUW liaison to the Carlson Center.
- e. Oversee any community service projects sponsored by the ASUW.
- f. Establish relations and maintain contact with ASUW alumni.
- g. Serve as the ASUW liaison to the UW Sponsorship Advisory Committee.

- h. Serve as the BOD liaison to the University Book Store and nominate volunteers to serve as ASUW Representatives to the University Bookstore Board of Trustees by using the ASUW open-selection process.
- i. Serve as the Chair of the Husky Pride Fund and the Coin Collection Drive. They shall work with the Finance and Budget Director to manage the funds.
- j. Meet quarterly with the Personnel Director.
- k. Work with liaison entities to develop goals and strategies for the year to develop a set of specific benchmarks and metrics to measure their successes, and report to the Board of Directors on programs' levels of progress in achieving these benchmarks.
- l. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with them to recommend necessary sanctions or other correction action according to the ASUW Personnel Policy.
- m. Meet with SAO adviser as needed and upon request, as well as participating in a quarterly evaluation process.
- n. Submit quarterly reports as assigned by the Director of Policy and Procedures and Personnel Director.
- o. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Fall Orientation and ASUW Personnel meetings.
- p. Complete a transition binder to be submitted to the Personnel Director by the end of Spring Quarter

G. Each year during Fall and Winter quarter the President and the Personnel Director shall consult with the Judicial Committee about possible changes to Article I, § 6, F. No changes will be made without a recommendation from the Judicial Committee. Except by a  $\frac{3}{4}$  vote of the voting members

### **SECTION 8: THE GRADUATE AND PROFESSIONAL STUDENT SENATE REPRESENTATIVE.**

The Graduate and Professional Student Senate Representative to the Board of Directors shall:

- A. Serve as a member of the Board of Directors; and
- B. Be governed by the Constitution and Bylaws of the Graduate and Professional Student Senate. The GPSS representative shall also act in accordance with the ASUW Constitution and Bylaws when performing official duties associated with the ASUW.

### **SECTION 9: THE STUDENT SENATE REPRESENTATIVE**

The Student Senate Representative to the Board of Directors shall:

- A. Serve as an ex-officio member of the Board of Directors without vote, however having the power to make procedural motions as well as attend executive session of the Board of Directors, and shall be selected by the Student Senate in accordance with Senate Bylaws and Rules;
- B. Inform the Board of Directors of legislation passed by the Student Senate, including Resolutions, Senate Bills, Legislative Directives, and Senate Orders;
- C. Work with the Board of Directors to ensure that Directors are taking appropriate actions to follow-through on Senate Resolutions; and
- D. Be governed by the Bylaws and Rules of the Student Senate, as well as the ASUW Constitution and Bylaws.

**SECTION 10: THE CHAIR PRO-TEMPORE.**

The Chair Pro-Tempore shall:

- A. Be elected by the BOD as directed in Article VI, § 2, B of the ASUW Constitution;
- B. Discharge the duties of the President as delineated in Article V, § 2, C of the Constitution.