

ASUW ELECTIONS INFORMATION PACKET

2013

The Associated Students of the University of Washington is the democratic voice of students that engages the campus community through programming, services and advocacy. The ASUW strives to enrich student life and develop future leaders.



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Dear ASUW Elections Participant,

On behalf of the Associated Students of the University of Washington Elections Administration Committee, I would like to thank you for your interest in participating in ASUW Elections. ASUW Elections are held each year during Spring Quarter to elect the President, Vice President, and six at-large members of the Board of Directors. Constitutional amendments and ballot initiatives are also considered during Spring Quarter elections. Candidates, tickets, the proponents or opponents of ballot measures, their affiliates, and any other students involved in ASUW Elections are expected to uphold the Elections Policies and Procedures.

Over the next few weeks, you will be working closely with the Elections Administration Committee. This committee will serve as both a resource for candidates as well as a safeguard to protect the student body at large. Beyond enforcing the Elections Policies and Procedures, we will also ensure that students are aware of the elections process through marketing, programming, and an increase in neutral voting stations. As students across campus vote to select the future leaders of the ASUW, it is our responsibility to ensure that the elections process is both fair and ethical.

This year, the ASUW Board of Directors passed Board Bill 1.12 to amend the job descriptions for the eight elected positions on the Board of Directors. These amendments also resulted in the creation of a new at-large position on the Board, the Director of Service and Partnerships. This packet provides an abridged copy of both the ASUW Constitution and the ASUW Bylaws. It is your responsibility to review these documents and other resources provided by the Elections Administration Committee.

ASUW Elections have a profound impact on the University of Washington. Beyond the unique opportunity for candidates to discuss their vision for the future of ASUW, elections engage new students and then proceed to develop a strong community among candidates, staff, and volunteers. Elections remind every employee, every candidate, and every volunteer that the ultimate purpose of the association is to serve students. In a way, elections bring everyone down to a humble state of realizing that the majority of students on campus do not know about the incredible opportunities and functions of the association. While some would look at this and see negativity, I see opportunity. We have the potential to empower students to make a difference, and that starts at the moment when they are inspired to get involved.

Although you will certainly face some challenges in the next few weeks, I am confident that you all have enough passion for the future of this association to overcome any obstacles. Regardless of the outcome of this election, I can guarantee that your involvement will be a rewarding experience. Please let me know if you have any questions or concerns.

Best wishes,



Maxine Sugarman
Elections Administration Committee Chair
Associated Students of the University of Washington
asuwwote@uw.edu | (206) 543-1780 | vote.asuw.org

ELECTIONS ADMINISTRATION COMMITTEE

The Elections Administration Committee is dedicated to conducting a fair and ethical elections process for the Associated Students of the University of Washington.

2013 COMMITTEE MEMBERS

- ▶ Maxine Sugarman – *Elections Administration Committee Chair*
- ▶ Brian Price – *Deputy Director of Marketing*
- ▶ Mitchell Walton – *Deputy Director of Programming*
- ▶ Nick Jaech – *Deputy Director of Election Day Operations*
- ▶ Erica Alcantara
- ▶ Elizabeth Pring
- ▶ Audrey Nelson
- ▶ Tyler Wu
- ▶ Michelle Lorza
- ▶ Chelsea Nemeck
- ▶ Kenzie Nix
- ▶ Molly Smith
- ▶ Julie Martz
- ▶ Connie Hu
- ▶ Brigit Rossbach
- ▶ Jan Jimenez
- ▶ Paige Suelzle
- ▶ Mindy Liou
- ▶ Katrina Wang
- ▶ Ruth Ferguson
- ▶ Ryan Hulse
- ▶ Keting Cen
- ▶ Yifan Li
- ▶ Katherine Schroeder
- ▶ Kate Callison – *ASUW Director of Policy and Procedures*
- ▶ Evan Smith – *ASUW President*
- ▶ Christina Coop – *SAO Advisor*
- ▶ Phil Hunt – *SAO Advisor*

2013 ELECTIONS CALENDAR OF EVENTS

DATE	TIME	LOCATION	TASK
Friday, April 12	12:01 AM	HUB 232	Campaigning begins
			Endorsements may be sought
Tuesday, April 23	7:30 PM	Paccar 192	RHSA/IFC/Panhellenic Forum
Friday, April 26	5:00 PM	HUB 232	Candidate Filing Deadline
	6:00 PM	HUB 145	MANDATORY Candidate Ethics Seminar
Monday, April 29	5:00 PM	HUB 232	Endorsements Due
	4:00 PM	ECC Unity Room	OMA&D SAB Forum
Wednesday, May 1	7:00 PM	TBD	Presidential Debate
Friday, May 3	5:00 PM		Candidate eligibility certified by the EAC
Tuesday, May 7	6:00 AM		Lawn Signs may be used
	5:00 PM	Gowen 301	ASUW Student Senate Forum
Wednesday, May 8	12:30 PM	HUB Lawn	MANDATORY ASUW Elections Fair
Thursday, May 9	5:00 PM	HUB 232	Deadline to withdraw from candidacy
Friday, May 10	4:00 PM	TBD	The Daily Forum
Monday, May 13	Begins at 12:01 AM	vote.asuw.org	ASUW Elections - Day 1
Tuesday, May 14		vote.asuw.org	ASUW Elections - Day 2
Wednesday, May 15	Ends at 11:45 PM	vote.asuw.org	ASUW Elections - Day 3
Thursday, May 16	12:01 PM	HUB 232	Final Financial Disclosure Form Due
	7:00 PM	TBD	Election Results Announced
Friday, May 17	8:00 AM		Removal of Campaign Materials
	5:00 PM	HUB 232	Election Complaints Due
Wednesday, May 22	6:00 PM	Gowen 201	Election Violation Hearing
Friday, June 7		HUB 232	Community Service Due
Wednesday, June 12		HUB Cashier	Payment of Fines Due
To Be Determined			Incoming Board Meeting with Rene
Monday, June 24			Incoming Board Takes Office
September 16 - 20			ASUW Orientation

FAIR CAMPAIGN STATEMENT

The Fair Campaign Statement is a non-binding set of ideals designed to promote goodwill among campaigners. The First Amendment prevents the ASUW from restricting the content of candidates' campaign messages; however, the ASUW encourages all campaigners to follow the Fair Campaign Statement. Because the Fair Campaign Statement is non-binding, the ASUW will not consider complaints that allege violations of the Fair Campaign Statement and will not issue penalties to those who violate the Fair Campaign Statement. This statement is to be included before the candidates' pictures in the ASUW Voter's Guide published in *The Daily*.

1. I shall conduct my campaign and insist that my affiliates discuss the issues and present the record and policies with sincerity and candor.
2. I shall not appeal to, and shall condemn appeals to prejudices based on race, creed, sex, national origin, sexual orientation, age, veteran status, or disability status.
3. I shall uphold the right of every qualified voter to free and equal participation in the election process. I shall not take part in, and will condemn those practices that tend to corrupt or undermine the system of free election or prevent the free expression of the will of the voters. This includes any manipulation of electronic technology that undermines the voter's ability to practice free and equal participation.
4. I shall promptly and publicly repudiate the support of any individual or group, which resorts, on behalf of my candidacy or ballot measure or in opposition thereof, to methods in violation of the letter and spirit of this code.
5. I shall not participate in, and I shall condemn, personal vilification, defamation, and other attacks on any opposing candidate, ticket or party.
6. I shall not use or authorize, and I shall condemn material relating to my campaign which falsifies, misrepresents, or distorts the facts, including but not limited to malicious or unfounded accusations creating or exploiting doubts as to the morality, patriotism, or motivations of any candidate, ticket, or party.
7. I shall not use a leadership position in a Registered Student Organization in which I am involved to unfairly seek an endorsement or volunteers.
8. I shall respect the privacy of the voting process, and will not in any way interfere with the neutrality of balloting when another individual is voting.
9. I shall refrain from any misuse of the ASUW Constitution and ASUW Bylaws to gain political advantage for myself or any other candidate.

2013 Elections Policies and Procedures

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON 2013 ELECTIONS POLICIES AND PROCEDURES

The following shall be the Elections Policies and Procedures to be used in the 2013 ASUW General Election as approved by the ASUW Board of Directors. It is the responsibility of the candidates, the proponents or opponents of ballot measures, their affiliates, and any other students involved in the ASUW Elections to follow these procedures; otherwise, penalties shall be assessed in accordance with these policies and the ASUW Bylaws. The provisions of this document apply both on-campus and off-campus.

Title I: Definitions

The following terms are defined to make the Elections Policies and Procedures of the Associated Students of the University of Washington free of ambiguity.

1. "Affiliate" shall be defined as any individual or group that intentionally coordinates with a ticket, candidate, or ballot measure for the act of campaigning.
2. "Campaign Manager" shall be defined as the individual a candidate lists on their Candidate Filing Form and is therefore authorized to represent said candidate in the event of their absence from an Elections Administration Committee-mandated events.
3. "Campaign materials" shall be defined as any good or electronic media used to promote or degrade a ticket, candidate, or ballot measure.
4. "Campaigning" shall be defined as an action taken by a ticket, candidate, or ballot measure, or their affiliates as outlined in Title V.
5. "Candidate" shall be defined as any individual seeking to run for the ASUW Board of Directors who is in compliance with Article XIV, Section 3b of the ASUW Bylaws.
6. "Complaint" shall be defined as an official form, submitted to the Student Activities Office, describing an alleged violation of the Elections Policies and Procedures.
7. "Disqualification" shall be defined as an ticket, candidate or ballot measure that has committed a violation which renders them ineligible for the position, shall be treated as having received no votes, as outlined in Article XIV, Section 3d of the ASUW Bylaws.
8. "Donated goods/services" shall be defined as any item discounted or donated that a candidate, ticket, or ballot measure is using explicitly and solely for campaigning and would normally have to pay for, as outlined in Title IX.
9. "Electronic media" shall be defined as any distribution of information using electrical devices.
10. "Endorsement" shall be defined as any action by an affiliate that supports the campaign of a ticket, candidate, or ballot measure as outlined in Title VI.
11. "Financial disclosure" shall be defined as an up-to-date and accurate statement of all campaign expenditures, donations, and sources of campaign income, including donated goods and services.
12. "Independent" shall be defined as any individual campaigning for office that has not filed under a ticket name or brand.

13. "Instant Runoff Voting" shall be defined as a system that guarantees that the winning candidate has a majority of the votes instead of a plurality, by allowing voters to rank the candidates by preference on a single ballot.
14. "Ticket" shall be defined as individuals that share marketing materials, strategies, branding, as well as inclusion on the candidacy Filing Form.
15. "Violation" shall be defined as any act, intentional or otherwise, that disobeys the stated rules of the Elections Policies and Procedures.
16. "Volunteer" shall be defined as any individual that actively supports a specific ticket, candidate, or ballot measure.
17. "Willful intent" shall be defined as a conscious decision to perform a particular act or to act in a particular manner that is not in accordance with the Elections Policies and Procedures.
18. "Write-in candidate" shall be defined as any individual who engages in campaigning prior to submitting an official Filing Form with the Student Activities Office.

Title II: Fair Campaign Statement

The Fair Campaign Statement is a non-binding set of ideals designed to promote goodwill among campaigners. The First Amendment prevents the ASUW from restricting the content of candidates' campaign messages; however, the ASUW encourages all campaigners to follow the Fair Campaign Statement. Because the Fair Campaign Statement is non-binding, the ASUW will not consider complaints that allege violations of the Fair Campaign Statement and will not issue penalties to those who violate the Fair Campaign Statement. This statement is to be included before the candidates' pictures in the ASUW Voter's Guide published in *The Daily*.

1. I shall conduct my campaign and insist that my affiliates discuss the issues and present the record and policies with sincerity and candor.
2. I shall not appeal to, and shall condemn appeals to prejudices based on race, creed, sex, national origin, sexual orientation, age, veteran status, or disability status.
3. I shall uphold the right of every qualified voter to free and equal participation in the election process. I shall not take part in, and will condemn those practices that tend to corrupt or undermine the system of free election or prevent the free expression of the will of the voters. This includes any manipulation of electronic technology that undermines the voter's ability to practice free and equal participation.
4. I shall promptly and publicly repudiate the support of any individual or group, which resorts, on behalf of my candidacy or ballot measure or in opposition thereof, to methods in violation of the letter and spirit of this code.
5. I shall not participate in, and I shall condemn, personal vilification, defamation, and other attacks on any opposing candidate, ticket or party.
6. I shall not use or authorize, and I shall condemn material relating to my campaign which falsifies, misrepresents, or distorts the facts, including but not limited to malicious or unfounded accusations creating or exploiting doubts as to the morality, patriotism, or motivations of any candidate, ticket, or party.
7. I shall not use a leadership position in a Registered Student Organization in which I am involved to unfairly seek an endorsement or volunteers.
8. I shall respect the privacy of the voting process, and will not in any way interfere with the neutrality of balloting when another individual is voting.

9. I shall refrain from any misuse of the ASUW Constitution and ASUW Bylaws to gain political advantage for myself or any other candidate.

Title III: Candidacy Filing Requirements

1. No candidate may file for more than one office or file on more than one ticket in any one election.
2. To file, the candidate must submit the following by **5:00 p.m. April 26, 2013** in the Student Activities Office, Husky Union Building 232;
 - a. An official filing form, provided by the Elections Administration Committee and signed by the candidate, which indicates they intend to seek election to a specific office and believe themselves to be eligible for that office in accordance with the ASUW Bylaws, Article XIV, Section 3a This Eligibility must be maintained throughout their candidacy.
 - b. For any group of students wishing to run as a ticket, each candidate should indicate that they are running as a ticket on the official filing form. Running as a ticket is defined as a group of candidates, or the authorized agents thereof, that;
 - i. Act in concert or cooperation for the purpose of electioneering; or
 - ii. Identify with a common or substantially common word, term, name, symbol, or device, or any combination thereof; or
 - iii. Are voluntarily and clearly identified together in any single and discreet electioneering communication.
 - c. A preliminary financial disclosure form.
 - d. A copy of the candidate's most recent unofficial transcript with a cumulative Grade Point Average indicated (these shall not be released to the public).
 - e. A copy of the candidate's current Spring Quarter class schedule.
3. As it is the responsibility of the candidates to ensure that all materials are submitted on time, the candidate is strongly encouraged to apply as far in advance of the deadline as possible. Failure to submit the materials outlined in this section on time shall result in the removal of the candidate from the ballot.
4. Candidates' eligibility for election shall be checked by the Elections Administration Committee and reviewed by the Student Activities Office advisor for elections. If eligible, candidates' candidacy shall be certified by the Elections Administration Committee Chair, by no later than **5:00 p.m. Friday, May 3, 2013**.
5. At the end of the filing period, the candidate's name and the position that they are seeking shall be placed on a public roster.
6. At the time of the certification, the Elections Administration Committee Chair shall sign the list of all eligible candidates and the office each is seeking and shall immediately post this list on the bulletin board provided for official notices in Husky Union Building 232.

Title IV: Write-In Candidates

- I. Candidates campaigning before they have filed shall be treated as write-in candidates.
 - a. Any candidate still campaigning after the filing deadline shall continue to be treated as a write-in candidate.

2. Any campaign on behalf of a write-in candidate is subject to the rules set forth in these Policies and Procedures.
3. Additional space shall be provided on the ballot for each office in which any voter may write the name of a candidate other than those printed on the ballot. In the event such a candidate receives the necessary number of votes to be elected, their eligibility, in accordance with the requirements set forth in Title II of these Policies and Procedures, shall be determined by the Elections Administration Committee.
4. If a write-in candidate receiving over fifty percent of the vote is declared ineligible, the Instant Runoff Voting counting software will be run again, excluding the ineligible candidate.
5. A write-in candidate shall not appear in the ASUW Voter's Guide, published in *The Daily*, nor shall be allowed to participate in the Elections Administration Committee Candidate Forum. If a write-in candidate is elected, they will have until **12:01 p.m. Friday, May 17, 2013** to file for candidacy and submit all necessary paperwork to the Student Activities Office. A write-in candidate shall be otherwise exempt of violations listed in Title X.

Title V: Campaigning

1. Campaigning may not begin before **12:01 a.m. Friday, April 12, 2013**.
2. Campaigning shall be defined as to include, but not be limited to, the following activities:
 - a. Distributing flyers or other printed materials to promote or degrade a ticket, candidate, or ballot measure .
 - b. Addressing crowds to promote or degrade a ticket, candidate, or ballot measure.
 - c. Promoting or degrading a ticket, candidate or ballot measure with the intent of obtaining an endorsement.
 - d. Placing signs, sandwich boards, and lawn signs with the intent to promote or degrade a ticket, candidate, or ballot measure.
 - e. Use of electronic media to publicly promote or degrade a ticket, candidate, or ballot measure.
 - f. Any other public activity intended to promote or degrade a ticket, candidate or ballot measure.
3. Restrictions on campaigning shall include:
 - a. Campaigning in the ASUW and GPSS offices, and HUB Services. Campaigning is prohibited on bulletin boards maintained by HUB Management.
 - b. All candidates must adhere to ASUW campaign spending limits. The limits before sales tax are: \$420 for candidates for at-large Board of Directors positions, \$525 for Vice-Presidential candidates, \$630 for Presidential Candidates, and \$420 for ballot measures. The fair market value of donated goods and services counts towards the total value of expenditures. Receipts for donated goods must be attached to the final disclosure form. The Elections Administration Committee shall publish guidelines for the submission of all receipts.
 - c. No ticket, candidate, ballot measure, volunteer, or affiliate may distribute food or drink in coordination with a campaign for campaigning.
 - d. Campaigning is not permitted at ASUW-sponsored events, events that receive ASUW funding, or ASUW meetings, with the exception of elections forums sponsored by ASUW entities. No announcement promoting or degrading any ticket, candidate, or ballot measure may be made at such meetings or events.

- e. If a campaign wishes to raise money for an ASUW entity, they may only raise money for the Husky Pride Fund. The campaign then must submit proof of the deposit to the Elections Administration Committee and Student Activities Office by **12:01 p.m. Thursday, May 16 2013**.
 - f. All tickets, candidates, ballot measures, volunteers, and affiliates must abide by all federal and state solicitation policies when campaigning by phone.
 - g. All tickets, candidates, ballot measures, volunteers, and affiliates must adhere to the Facility Services Policy, the Residence Hall Solicitation Policy, and the UW IT Policy as found in the Candidate's Packet.
 - h. Lawn signs and sandwich boards shall not be posted before **6:00 a.m. Tuesday, May 7, 2013**. The size of the lawn signs displayed shall be limited to 16 square feet (i.e. 4' X 4').
 - i. All candidates are responsible for removing their campaign materials by **8:00 a.m. Friday, May 17, 2013** as specified by the ASUW Bylaws.
4. Exemptions from campaigning shall include, but are not limited to:
- a. Individuals wearing personal campaign apparel (T-shirts, buttons, etc.). This will not be considered campaigning unless they are actively engaging in the promotion or degradation of ticket, candidate, or ballot measure.
 - b. Candidates may begin organizing their campaign efforts prior to the campaigning date. Organization efforts are to be defined as:
 - i. Choosing Campaign Managers and other campaign personnel
 - ii. Setting campaign strategies
 - iii. The printing and creation of campaign materials
 - c. Any other action relating to a candidate's campaign, other than efforts to organize a campaign as defined previously, prior to **12:01 a.m. Friday, April 12, 2013** shall be considered early campaigning and in violation of Title VII, Section I of the Elections Policies and Procedures.
5. A candidate's use of electronic media may not interfere with the neutrality of the ballot. A link to the ballot must appear in a new browser window, full width and height of the screen.
6. The Elections Administration Committee shall sponsor one candidate forum at the ASUW Student Senate, and as many open, public forums as the Elections Administration Committee sees fit. Registered Student Organizations seeking Elections Administration Committee co-sponsorship shall meet the following criteria:
- a. Active Registered Student Organization participation in encouragement of attendance
 - b. Broad base of appeal among the campus community
 - c. Registered Student Organization commitment to treating candidates equitably
 - d. Deferral to the Elections Administration Committee in formatting
 - e. The Elections Administration Committee is solely responsible for creating specific criteria for co-sponsorship.

Title VI: Endorsements

- I. An endorsement shall be defined as any action by a group or individual that supports the campaign of a candidate, or ballot measure. This includes:
- a. Displaying and distributing campaign materials.
 - b. Speaking publicly in support of the candidate or ballot measure.

- c. Signing an official endorsement form.
- 2. Endorsements may be sought beginning at **12:01 a.m. Friday April 12, 2013.**
- 3. Candidates may not use the name of an individual or Registered Student Organization (RSO) without the consent of the endorser(s).
 - a. Endorsements must include the signatures of at least 3/5 of the current officers registered with the Student Activities Office at the time the document is submitted. It is the responsibility of the Registered Student Organization to keep their list of registered officers up-to-date with the Student Activities Office.
 - b. If a complaint concerning the endorsement process is submitted, candidates must be able to provide documentation of consent upon request of the Judicial Committee at the election complaint hearings.
- 4. The Elections Administration Committee shall encourage at least one representative from every Registered Student Organization considering an endorsement to attend an event, held before the endorsement deadline, which includes all candidates.
- 5. Official endorsements shall be defined as the names of University of Washington students or Registered Student Organizations listed in support of a candidate or ballot measure and featured in ASUW Publications. Official endorsements must be filed using the form provided by the Elections Administration Committee.
- 6. No ASUW entity or committee may make official endorsements, and all candidates must identify with an asterisk their endorsements from officials or appointees of the ASUW, which denotes a personal endorsement. A footnote must appear on the advertisement which explains the meaning of the symbol.
- 7. All endorsements that shall appear in the official Voter's Guide must be received by the Student Activities Office by **5:00 p.m. Monday, April 29, 2013.** The Voter's Guide will provide space for no more than fifteen and no fewer than five endorsements per candidate. Space availability will be determined by the Elections Administration Committee. Candidates shall rank their endorsements in order of preference, or elect to have endorsements chosen randomly for publication in the Voter's Guide by draw of name by the Elections Administration Committee. Endorsements chosen by the Elections Administration Committee shall be listed alphabetically. All endorsements shall be listed on the vote.asuw.org website.

Title VII: Polls

- 1. The Elections Administration Committee shall host an online polling location at a web address of their designation. The polls will be open from **12:01 a.m. Monday, May 13 2013 to 11:45 p.m. Wednesday May 15, 2013.**
- 2. The Elections Administration Committee shall select information booth locations based upon the following criteria:
 - a. Accessibility to large numbers of students.
 - b. Location relative to other information booths.
- 3. The Elections Administration Committee shall establish polling places at the same locations as the information booths, provided the available means exist.
- 4. All information booths shall be equipped with measuring tape.
- 5. The online voting system and information booth's times and locations shall be well-advertised on campus prior to and on the days of elections. The Elections Administration Committee shall define "well-advertised" as including at least three ads in a section of *The Daily* other

than the classified section, with these ads to be at least quarter-page size and appearing on separate days within one week of the election.

6. In the event of a technical issue with the online voting system during the elections, or during the time when elections are scheduled to occur, it is within the Board of Directors' discretion to postpone the election until such a time that either the online voting system is operational, or physical voting may be administered.

Title VIII: Instant Runoff Voting

1. ASUW elections for President, Vice President, and the at-large members of the Board of Directors will be conducted through a system of Instant Runoff Voting (IRV) in accordance with the ASUW Bylaws, Article XIV, Section 6.
2. The first candidate for a position to receive over fifty percent of the vote will be elected to the position.
3. Voters may write-in the name of at least one candidate for each position ranked in the order of their choice.
4. Voters may rank as many or as few candidates as they choose.

Title IX: Financial Disclosure

1. Each candidate must file an up-to-date and accurate statement of all campaign expenditures, donations, and sources of campaign income, including donated goods and services, on or before the date due. Candidates running as tickets may file joint preliminary and financial disclosure forms for campaign expenditures. Candidates choosing to file joint financial disclosure forms shall all be responsible for the content, and shall individually sign the disclosure form.
 - a. Candidates and proponents or opponents of ballot measures must submit a preliminary financial disclosure form to the Student Activities Office by **5:00 p.m. Friday April 26, 2013**. This document must include all expenditures related to the campaign or ballot measure made prior to this deadline.
 - b. Candidates and proponents or opponents of ballot measures must submit final disclosure forms to the Student Activities Office by **12:01 p.m. Thursday, May 16, 2013**. This document must include all expenditures related to the campaign or ballot measure made prior to this deadline.
 - c. If the financial disclosure forms are not submitted by the deadline, candidates and/or ballot measures may be disqualified by the Judicial Committee. These forms will be posted outside the Student Activities Office no later than twenty-four hours after the submission deadline.
2. The fair market value of donated goods and services counts towards the total value of expenditures. Receipts for donated goods must be attached to the final disclosure form. The Elections Administration Committee shall publish guidelines for the submission of all receipts. The term "donated goods and services" shall be defined as anything donated or discounted that a candidate is using explicitly, or solely for campaigning and would normally have to pay for, including but not limited to, anything bearing the candidates' or tickets' branding or logo, signs, wood stakes, printing, paper, shirts, and stickers. Items that are not actively used in campaigning including, but not limited to, chairs, tables, and canopies do not need to be

accounted for on the financial disclosure form. At the conclusion of elections, the Judicial Committee has final discretion on what constitutes as an item or service that must be included on the financial disclosure forms.

Title X: Listing and Classifying of Violations

- I. Minor violations of the Elections Policies and Procedures shall consist of one entire act, which must be corrected within the twenty-four hour time period from the time of written notification by the Elections Administration Committee of such violation. These minor violations may include, but not be limited to:
 - a. Campaigning within 100 feet of any Elections Administration Committee balloting area including information booths and polling locations on any election day.
 - b. Violating the policies established for Electronic Media.
 - c. Failure to remove all campaign materials from the campus by **8:00 a.m. Friday, May 17, 2013**.
 - d. Improperly posted signs as delineated in the Facility Services Policy, except as mentioned in Title X, Article 2e.
2. Major violations of the campaign rules may include but are not limited to:
 - a. Intentionally committing one minor violation and/or unintentionally committing four minor violations.
 - b. Intentionally deceiving any voter in recording their vote by providing incorrect or misleading information or by providing faulty election equipment.
 - c. Use of menace, force, threat or any unlawful means towards any voter to hinder or deter such voter from voting, or directly or indirectly offering any bribe, reward, or anything of value to a voter in exchange for the voter's vote for or against any candidate.
 - d. Tampering or alternation of any official election material or ballot without authorization.
 - e. Failure to attend or send a campaign manager to the Elections Administration Committee Ethics Seminar or to the Elections Administration Committee candidate forums as scheduled by the Elections Administration Committee in violation of the ASUW Bylaws, Article XIV, Section 4e.
 - f. Running for a Board of Directors position and simultaneously serving as a campaign manager for another candidate in violation of ASUW Bylaws, Article XIV, Section 4d.
 - g. Failure to adhere to ASUW campaign spending limits.
 - h. Submitting a false financial disclosure form. This includes submitting a financial disclosure form that does not include all expenditures up to the specified date as specified in the ASUW Bylaws, Article XIV Section 4d.
 - i. Non-compliance in submission of financial disclosure forms on time with receipts attached.
 - j. Distribution of any food or drink in coordination with a campaign.
 - k. Campaigning or putting up lawn signs or sandwich boards before the dates specified in the elections calendar.
 - l. Removal or defacement of lawfully placed political advertising without authorization.
 - m. Use of ASUW equipment or supplies for campaign purposes, including phones, office machines, office space, and email accounts.
 - n. Violating the UW IT Policy, Residence Hall Policy, or the Facility Services Policy as defined in the Candidate's Packet.

- o. Interference with the academic instruction of University classes.
 - p. Campaigning in University buildings without the written permission of the building supervisor, or, if done in a classroom, the written permission of the instructor.
 - q. Non-compliance in submission of any ballot measure or candidate platforms for publication in *The Daily*.
 - r. Unauthorized additions or deletions to *The Daily* or any other University of Washington publication.
 - s. Violating state or federal phone solicitation laws.
 - t. Other gross or intentional misconduct as perceived by the Elections Administration Committee of such violation.
3. In all instances, the actions of a candidate's authorized agents shall be constructed as the action of the authorizing candidate.
 4. The Judicial Committee has the final decision on what constitutes a minor and major violation.

Title XI: Election Complaints

- I. Complaints may be filed against any of the following:
 - a. Candidates named on the ballot or write-in candidates.
 - b. Any person or persons campaigning on behalf of or against a ticket, candidate or ballot measure.
 - c. The Elections Administration Committee.
 - d. Any individual or group whose activity is alleged to be in violation of election rules or policies or which appears to violate an individual's rights during the process of campaigning.
2. Complaints are to be filed with the appropriate staff person of the Student Activities Office.
3. Upon receipt of a complaint, the recipient shall record the day and time of receipt of the complaint form.
 - a. Complaints are to be made on the forms provided by the Student Activities Office and shall include:
 - i. Date, time, and place of the alleged violation.
 - ii. Name(s) or other identifying characteristics of the person(s) involved in the alleged violation.
 - iii. Complete description of alleged violation, including where applicable:
 1. Names, addresses, phone numbers and email addresses of witnesses.
 2. Citation of the rule, policy, or right allegedly violated.
 3. Signature of the complainant and any witnesses to the alleged violation.
4. Complaints in which the writing is illegible may be discarded at the discretion of the Judicial Committee.
5. It is strongly recommended that in regard to sign violations complaints, the student submit a copy of the flyer or photograph showing the violation.
6. Complaints only listing a ticket name are not valid. Complaints against an entire ticket must list the names of all individuals on the ticket. Complaints may be made against a group of people regardless if they are on the same ticket.
7. All complaints must be submitted by no later than **5:00 p.m. on Friday, May 17 2013**. No late complaints will be accepted.

8. All dates herein shall be included in the Candidate's Packet.

Title XII: Complaint Procedure

I. Notification.

- a. All complaints shall be posted on the designated Student Activities Office bulletin board by no later than the third business day after the polls close.
- b. Candidates and proponents or opponents of ballot measures are solely responsible for checking the bulletin board for complaints against the candidate, ballot measure, or persons campaigning on their behalf.
- c. If a complaint is filed against a candidate or sponsor of a ballot measure, they may request a packet with the following information from the Student Activities Office:
 - i. A copy of the filed complaint.
 - ii. The time, date, and scheduled agenda for the public hearing.
 - iii. The rules and regulations by which the hearing will be governed.
 - iv. Statement that a failure to appear or submit a written response will result in the Judicial Committee weighing the case on the evidence provided.
 - v. The complainant and the accused both have the right to request that the designated Judicial Committee Chairperson postpone the hearing of the violation if pertinent witnesses cannot appear as outlined in this document.

2. Time of hearing.

- a. Hearings will begin **Wednesday, May 22, 2013**.
- b. Hearings may be postponed by a majority vote of the Judicial Committee until a specified date.
- c. Parties affected by the postponement are responsible for checking the Student Activities Office bulletin board for the new time and date.
- d. Public hearings shall begin within five business days after the election. All decisions shall be made in executive session.

3. Guidelines.

- a. A roll-call shall be taken at the beginning of the hearing.
- b. If the complainant fails to appear before the conclusion of the roll call, the complaint shall be dismissed and the Secretary of Judgments shall announce the dismissal of all such complaints.
- c. The burden of proof shall fall upon the complainant.
 - i. Elections Administration Committee members shall be responsible for either completely filling out the violation form, attending the complaint hearing prepared to speak on behalf of the violation, or submitting a one-paragraph supplementary description of the violation that the Chair will read. Failure to fulfill this may result in the dismissal of the complaint.
- d. Failure of the Judicial Committee to substantively adhere to the complaint procedures as outlined within this document shall result in a dismissal of all affected cases. The following procedure will be used for procedural complaints:
 - i. Procedural complaints must be submitted in writing to the ASUW President within two business days after the Board of Directors has voted on the Judicial Committee Election Complaint Judgments.

- ii. The complaint will be reviewed by the Board of Directors at its next meeting. If the Board finds that the Judicial Committee failed to substantively adhere to the complaint procedures, it may dismiss all affected cases by a majority vote.
 - e. Witnesses who testify at the hearings are limited to the Elections Administration Committee Chair, individuals listed on the elections complaint form or individuals approved by a majority vote of the Judicial Committee.
- 4. Judicial Committee procedures for review of election complaints must be in accordance with Judicial Committee Bylaws.
- 5. Procedure for Public Hearings by the Judicial Committee.
 - a. The designated Judicial Committee Chairperson shall introduce the members of the Judicial Committee.
 - b. The designated Judicial Committee Chairperson shall bring the violation before the Committee and read it aloud.
 - c. The complainant and the accused shall be introduced to the Committee.
 - d. The designated Judicial Committee Chairperson shall ask both parties if there are any questions regarding the policies and procedures of the hearing.
 - e. The complainant and their witnesses shall testify first, followed by questioning by the accused if so chosen.
 - f. The accused and their witnesses shall testify, followed by questioning by the complainant if so chosen.
 - g. Members of the Committee will be allowed to ask questions that are in the scope of previous testimony. That is, only on subjects which have been brought up during the hearings.
 - h. The accused and the complainant shall have the right to question any member of the opposing party.
- 6. Complaint Judgments.
 - a. Judgments from the Judicial Committee must be submitted to the Board of Directors for consideration within one week of the public hearings. The Judicial Committee may request an extension should the number or complexity of the complaints require additional deliberation.
 - b. The judgments shall be solely dependent upon the facts presented at the public hearing.
 - c. The judgments will be presented to the Board of Directors by the designated Judicial Committee Chairperson on a case-by-case basis.
 - d. The accused has the right to respond only to the facts of the final Judicial Committee Judgments for a time of no more than five minutes.
- 7. Hearing process and report to the Board of Directors.
 - i. Upon receiving complaints from the Elections Administration Committee, candidates and students at-large, the following shall be the rules regarding the hearings and the final presentation of the Judicial Committee findings to the Board of Directors.
 - a. Action must be taken by the Board of Directors during the meeting that it is presented to them. Failure to veto the Judicial Committee report shall result in the automatic approval of the report as a whole and all punitive measures shall go into effect.
 - b. When considering election violations presented by the Judicial Committee, Board of Directors members that were candidates or campaign managers in the election must abstain.

- c. The Board of Directors may reject a judgment of the Judicial Committee with a three-fourths majority of the voting membership of the Board of Directors as specified in the ASUW Constitution, Article X, Section 2d.
- d. The Board of Directors may amend the recommended penalties of the Judicial Committee with a three-fourths majority of the voting membership of the Board of Directors as specified in the ASUW Bylaws, Article XIV, Section 5e.
- e. If the report is rejected, all punitive actions listed in the report are null and void.
- f. If the report is approved, the recommendations of the report are effective immediately.
- g. At least fourteen days before the deadline for payment of fines, the Judicial Committee shall compose and distribute letters to all parties receiving fines indicating the amount of the fine, the date by which the fine must be paid, and the manner in which they may pay said fine.
- h. It is the responsibility of the Chair of the Judicial Committee to work with the appropriate Student Activities Office advisor to transmit all unpaid fines to UW Student Accounts for collection. Until such a fine is paid, the holder of the fine may be unable to register for their classes for the following quarter.
- i. Upon completion of action on the report by the Board of Directors, and following the collection of all fines administered, all responsibilities and authority given to the Judicial Committee are rescinded.

Title XIII: Penalties

1. Penalties for minor violations.

After review of a complaint or alleged campaign rule violation, and upon determination by the Judicial Committee that a minor violation has occurred, the following penalties may be imposed:

- a. Monetary fine.
- b. Community service within the Husky Union Building and ASUW offices (the type of community service shall be determined by the Judicial Committee). Any community service hours administered as penalties by the Judicial Committee that are not completed by **Friday, June 7, 2013** shall be converted to monetary fines.

2. Penalties for major violations.

After review of a complaint or alleged campaign rule violation, and upon determination by the Judicial Committee and the Board of Directors that a major violation has occurred, a mandatory fine of the following penalties will be imposed.

- a. Monetary fine of no less than \$50.00.
- b. Community service of at least 5 hours. Any community service hours administered as penalties by the Judicial Committee that are not completed by **Friday, June 7, 2013** shall be converted to monetary fines. One community service hour is equal to \$10.
- c. Restriction from participating for a period of up to one school year in ASUW paid or volunteer positions.

3. Penalties for intentional violations.

Any violation which is found by the Judicial Committee to have been a result of a willful intent to disobey the stated rules shall be deemed intentional.

- a. A major violation which is proven to be intentional may constitute grounds for an elected candidate to be removed from office and his or her vacant position shall be appointed to the runner-up.
 - b. There shall be a fee for each piece of campaign material posted before the designated time as specified in the elections calendar. There shall be a clean-up fee for each piece of campaign material found on campus after **8:00 a.m. Friday, May 17, 2013**. The amount of the fee will be determined at the discretion of the Judicial Committee.
4. Penalties for not submitting a financial disclosure form.
Candidates and ballot measure proponents and opponents who do not submit their final financial disclosure forms by the deadline may be disqualified by the Judicial Committee.
 5. The Judicial Committee will take into consideration extreme circumstances when deliberating penalties.
 6. Payment of fines.
All fines must be paid by **Wednesday, June 12, 2013** to the HUB Cashier. A receipt verifying payment of fines must be submitted to the chair of the Judicial Committee or the Student Activities Office advisor of the Judicial Committee by **Wednesday, June 12, 2013**. The ASUW reserves the right to send all outstanding fines (including both monetary and community service) to the UW Student Accounts for collection. Elected candidates or ballot measure sponsors who do not pay fines by **Wednesday, June 12, 2013** may be disqualified by the Judicial Committee.

Title XIV: Requirements for Withdrawal From Candidacy

1. Candidates must submit a signed, notarized statement indicating their withdrawal from candidacy.
2. This signed, notarized statement must be submitted to the Elections Administration Committee Chair no later than two business days prior to the first day of voting.
3. The Elections Administration Committee Chair shall notify the Student Activities Officer advisor so that the name is removed from the ballot.
4. Candidates who withdraw shall be taken off the online ballot and their names shall be posted visibly at the information booths or polling places stating that they have withdrawn from the election.

Title XV: Special Elections

1. The Board of Directors may call for a Special Election by two-thirds vote to present ballot measures to the Association as outlined in the ASUW Bylaws, Article XII, Section 2b.
2. A Special Election shall be called by the Board of Directors upon receipt of a certified petition requesting a Special Election, as provided for in Article VI, Section 7a of the ASUW Constitution.
3. If a Special Election is called, the Board of Directors will provide funding in order to fulfill the requirements outlined in this title.
4. A Special Election must run for the duration of two days. Voting must begin at 12:01 a.m. of day one, and end at 11:45 p.m. of day two.

5. A ballot measure will be considered passed if it receives a majority vote of the students participating in the Special Election.
6. A Special Election must be well-advertised. "Well-advertised" will be defined as beginning at least 20 days in advance of voting days, and a minimum of two ads in *The Daily* in a section other than the classifieds. A notification of the Special Election also must be included in at least two all-campus emails.
7. A Special Election may occur in Autumn or Winter Quarter. Only one Special Election may occur per quarter throughout the duration of the academic year.
8. All measures for consideration of a Special Election must first be submitted for review to the ASUW Judicial Committee.
9. The Student Activities Office, in coordination with the Elections Administration Committee will have full authority over the appearance and structure of the ballot.
10. The Elections Administration Committee must operate a minimum of two information booths on campus for each day of the Special Elections. Information booths must be staffed for a minimum of four hours per day for the two days of elections. Requirement for polling locations are outlined in Title VII, Section 2.
11. The Elections Administration Committee must hold a minimum of one public forum at least one week in advance of the first day of voting.
12. If the Special Election occurs before the current year's Elections Policies and Procedures has been approved by the Board of Directors, the policies of the Elections Policies and Procedures from the previous year will apply.

Title XVI: Miscellaneous

1. The ASUW shall maintain regular hours of operation during open campaigning.
2. The Elections Administration Committee, in cooperation with the Student Activities Office, shall;
 - a. Keep the ballots secured.
 - b. Not release the number of votes cast at each poll.
 - c. Prohibit poll workers from releasing such information until after the election.
 - d. Publicly announce results no later than twenty-four hours after polls close.
 - e. Not place any question or content on the ballot that compromises the neutrality of the ballot.
 - f. Include the following document in the Candidate's Packet:
 - i. Complete Elections Calendar, which includes mandatory meetings and deadlines
 - ii. Residence Hall Solicitation Policy
 - iii. University of Washington Facility Services Policy
 - iv. Platform Information materials
 - v. Information Booth Locations
 - vi. Official Filing Form
 - vii. Financial Disclosure Forms (Preliminary and Final)
 - viii. Financial Disclosure Deadlines
 - ix. Explanations of Computing & Communications' policies on email use
 - x. Explanations of state and federal phone solicitation policies

3. By the fourth meeting of the subsequent year, the Secretary of Judgments of the Judicial Committee shall meet with a Student Activities Office advisor to ensure that the penalties assessed from the previous election were paid.
4. All policies of the ASUW Bylaws apply in the Elections Policies and Procedures. In the case of a discrepancy, the ASUW Bylaws take precedence.

NOTE: For clarity, the Judicial Committee facilitates the elections complaint hearing process. The Board of Directors-appointed Chair and the President's Proxy do not serve on the committee during the election complaint process [ASUW Constitution, Article XI Section 2d]

RESIDENCE HALL SOLICITATION POLICY

Solicitors are a security risk in UW residence halls. If you encounter a solicitor in a UW residence hall, please notify the staff at the residence hall's front desk, a Resident Adviser or the UW Police Department. The policy on solicitation is as follows:

Door-to-door solicitation or distribution of promotional materials by anyone who is not a resident of the residence hall, or by anyone for commercial activities such as newspaper or magazine sales, is prohibited.

Individuals wishing to distribute materials in the main lobby of a UW residence hall must:

1. Obtain written authorization from the residence hall's Resident Director (RD), showing the residence hall's name, the starting and ending dates and times, and the RD's signature.
2. Get separate authorization for each residence hall from the appropriate RD. For example, if you are advertising an event in both Terry Hall and McCarty Hall, you will need authorization from two RDs.
3. Post the authorization in a conspicuous place near the area assigned to the distributor.

Door-to-door advertisement of an event sponsored by a UW residence hall or floor does not require RD authorization if conducted within the boundaries of that residence hall.

Residential Life Offices:

2104 House: 206-685-1738

Alder Hall: 206-543-3903

Blakeley Village: 206-685-2918

Cedar Apartments: 206-221-1977

Elm Hall: 206-543-3903

Haggett Hall: 206-543-1034

Hanse Hall: 206-685-1738

Laurel Village: 206-685-2917

McCarty Hall: 206-543-5134

McMahon Hall: 206-543-2744

Poplar Hall: 206-543-3903

Stevens Court: 206-685-2540

Terry Hall: 206-543-0104

NOTE: A Residence Hall Solicitation Policy specific to ASUW Elections will be available before the RHSA/IFC/Panhellenic Forum on April 23rd.

UW INFORMATION TECHNOLOGY POLICY

Ethics in Computer and Network Use

All holders of a University of Washington Net ID are responsible for using computing and networking resources in an ethical and legal manner. University policy prohibits account theft, file theft, violation of informational privacy, and penetration or harm to operating systems. If abuse of computer systems occurs, those responsible for such abuse will be held legally accountable.

When you use UW computing resources, you agree to the following conditions:

- To follow the rules and regulations governing the use of UW facilities and equipment.
- To respect the privacy of others by not sending them unwanted email messages, misrepresenting them when sending email, or tampering with their accounts, files, or data.
- To use only your own user identification, to use it for its intended purposes, and not to share it with others.
- Not to attempt to break a computing system or harass other people, either by developing programs for those specific purposes or by using already existing programs to do so.
- Not to use university-owned computers for illegal purposes, such as unauthorized copying of licensed or copyrighted software, images, or files.

Email Guidelines

Your use of UW email should respect others and must not interfere with the operation of the computers and networks. Therefore, you are prohibited from the following:

- Sending email to someone who has requested that you not do so
- Creating, sending, or forwarding chain letters (messages that are forwarded many times to people who have not solicited the information)
- Flooding another system, network, or user account with email
- Obscuring the true identity of the sender of email or forging email messages

It is your responsibility to determine the purpose of an electronic mail list or news group before subscribing or sending messages to the list or group. Persons subscribing to an email list will be viewed as having solicited any material delivered by the list, as long as that material is consistent with the purpose of the list.

The following practices relating to email lists are prohibited

- Sending to an email list any materials that are not consistent with the purpose of the list. If you send messages not relevant to the purpose of the list, you will be viewed as having sent unsolicited email.
- Continuing to send email to a list if the list owner has requested that you stop sending to the list because you are not following the guidelines or topic established for the list.
- Harvesting email addresses from another email list in order to establish your own list. If a list is closely related to a subject you would like to initiate, it is permissible to post a message to the existing group, inviting people to sub-scribe to your list.
- Harvesting email addresses from an institution's directory or password file.
- Subscribing anyone to an email list without the individual's permission.

Telephone Solicitation Policies

In accordance with the Telephone Consumer Act of 1991, the Federal Communications Commission (FCC) issued a cold-calling rule. The rule establishing procedures to eliminate unwanted telephone solicitations to residents and regulates the use of automatic telephone dialing systems, pre-recorded or artificial voice messages and telephone facsimile machines.

1. Time-of-day restrictions – No cold calls may be made before 8 a.m. or after 9 p.m. at the called party's location.
2. Identification requirements – Persons making cold calls must provide the calling party with the name of the caller, the person or organization on whose behalf the call is being made, and a telephone number and address at which the caller may be contacted.

For more explicit and detailed information, please visit: www.washington.edu/itconnect/policy/

UW FACILITIES SERVICES POLICY

UW Facilities Services policy on campaign posters outlines that if any material hinders students or University activities, damages University property, or becomes an eyesore, that material will be removed at the discretion of the Facilities Services staff and at the expense of the candidate, if an expense is incurred. The following examples may clarify this policy:

1. Banners strung between buildings, streetlights, or trees can easily damage them. No campaign material may be posted on any buildings, flower beds, tree, shrub, litter container, light, etc.
2. A giant sign in the middle of the HUB lawn may interfere with a planned student activity to be held there. Campaign materials in the middle of other lawn or planting beds may interfere with planned grounds maintenance activities. Campaign material will only be allowed to be posted along pathways on campus and must be within three feet of the pathways. DO NOT DAMAGE SPRINKLER HEADS OR DISTURB LANDSCAPING!
3. A photocopied sheet posted on a stick is going to disintegrate in a matter of days in rainy weather. Signs proven to be an eyesore will be removed.
4. All campaign materials must be removed by 8:00 AM on Friday, May 17, 2013. Facilities Services will charge for any campaign debris picked up after this date.
5. Chalk campaign signs will not be allowed on any surface during the elections.
6. Any signs that hinder pedestrian, bicycle or vehicle traffic or driver visibility will be removed.
7. Sandwich Board Guidelines are as follows:
 - All sandwich board signs must be approved and a permit assigned before they can be placed on campus. One week notice must be given to obtain a permit.
 - Signs may only be placed on campus during assigned times and at approved locations.
 - Signs may not be placed in locations that will impact pedestrian traffic or vehicle visibility.
 - There must be 5 feet of clearance around any sandwich board in an open paved area.
 - Damage to or loss of signs is the responsibility of the requesting department.
 - Signs may not be chained or cable-locked to University property.
 - Signs must be 24-36 inches tall and 20-30 inches wide.
 - Signs may only be used to promote University programs and functions.
 - Permission to place signs can be revoked.
 - No signs can be placed on the HUB Lawn.

A more detailed description of the University of Washington banner and sign policies may be found at: <http://www.depts.washington.edu/grounds/permits.htm>

ABRIDGED BYLAWS OF THE BOARD OF DIRECTORS

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 liaisons 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 45th 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.

ARTICLE XIII

THE BYLAWS OF THE ASUW COMMITTEES, ENTITIES, PROGRAMS AND COMMISSIONS

SECTION 1: Procedure for Submitting Proposals for Amendments to Bylaws

- A. Proposed changes to any ASUW Commission, Entity, or Program shall first be submitted to the Judicial Committee, which alone shall present such proposed changes to the Board of Directors. The Judicial Committee shall advise as to the wording and the legal effect of the proposed changes but must present them in the form desired by the proponents. The Judicial Committee shall make any recommendations it deems necessary.
 - I. Proposed changes must be reviewed by the respective Commissions, Entities, or Programs before they are presented to the Board of Directors. The Judicial Committee should notify the respective Commissions, Entities, and Programs to obtain comments, feedback, and recommendations during the review process.

SECTION 2: Procedure for Proposing Amendments to Committee and Taskforce Bylaws

- A. Each committee and taskforce established in this Constitution or by the BOD may formulate its own Bylaws. All Bylaws must be approved by a 2/3 vote of the committee or taskforce and a majority of the BOD before taking effect.
- B. As per Article VIII, § 3 of the ASUW Constitution, the BOD cannot amend a Committee's or Taskforce's Bylaws without the respective committee's approval.

ARTICLE XIV

THE BYLAWS OF THE ASUW

SECTION 1: Procedures for Proposing Amendments to the ASUW Bylaws

- A. Proposed changes to the Bylaws and rules of the Board of Directors shall first be submitted to the Judicial Committee. The Judicial Committee shall advise to the wording and legal effect of the proposed changes but must present them in the form desired by the proponents. The Judicial Committee shall make any recommendations it deems necessary.

1. Only ASUW BOD Members can submit proposed Bylaw changes to the Judicial Committee.

SECTION 2: Procedure for Presenting Proposed Constitutional Amendments or Measures to Voters

A. Definitions and General Policies.

1. An amendment shall be a ballot measure that changes the ASUW Constitution.
2. An initiative shall be a ballot measure that is placed on the ballot by means of a petition of the members of the Association.
3. A referendum shall be a ballot measure that is placed on the ballot by a vote of the Board of Directors.
4. A survey question shall be a ballot measure which is meant only to gauge student opinion and which shall be placed on the ballot through either the initiative or referendum processes outlined in this Article.
5. The Judicial Committee shall determine the classification of any and all ballot measures and shall review ballot titles and recommend changes if necessary.
6. The Judicial Committee shall determine standards for the form of petitions and referenda.

B. Initiatives in the General Election

1. Ballot Measures by Initiative: In order for a measure to be placed on the ballot for the General Election by the Initiative process, the following timeline shall be adhered to:
 - a. The guidelines established in this Section (Article XII, § 2, B) shall refer to all ballot measures except amendments to the Constitution.
 - b. Petitions shall be submitted to the Chair of the Judicial Committee with the expressed intent of placing it on the ballot for the next General Election. The date and time of submission shall be noted on the petition and in permanent Board of Directors records. Submitted petitions shall be transmitted, by the Chair of the Judicial Committee, to the Registrar for certification. As per Article XI, § 2, A of the Constitution, if a petition contains the signatures and permanent student file numbers of at least five percent of the current members of the Association, the Registrar shall return that petition as duly certified to the Chair of the Judicial Committee. The Chair of the Judicial Committee shall, no later than 5:00 p.m. on the first school day of the fourth week of Spring Quarter, transmit the certified petition to the Elections Administration Committee for placement on the ballot. Certified petitions shall be kept in the Board of Directors records.

- c. The ASUW shall guarantee that all petitions certified by the Registrar before 5:00 p.m. on the last school day of the third week of Spring Quarter shall be placed on the ballot of the General Election. Petitions not returned by that time and those not certified shall not be placed on the ballot of the General Election;
 - i. Petitions submitted to the Chair of the Judicial Committee before 5:00 p.m. on the first school day of the first week of Spring Quarter, shall be submitted to the Registrar for certification.
 - ii. Petitions received after 5:00 p.m. on the first school day of the first week of Spring Quarter shall be submitted to the Registrar for certification if the Chair of the Judicial Committee reasonably believes that the Registrar can complete the certification process, and return the petition by 5:00 p.m. on the last school day of the third week of Spring Quarter.
- 2. Amendment by Initiative: In order for a proposed constitutional amendment to be placed on the ballot for the General Election by Initiative, the following timeline shall be adhered to:
 - a. Petitions for constitutional amendments shall be submitted to the Chair of the Judicial Committee with the expressed intent of placing it on the ballot for the next General Election. The date and time of submission shall be noted on the petition and in permanent Board of Directors records. Submitted petitions shall be transmitted, by the Chair of the Judicial Committee, to the Registrar for certification. As per Article XII, § 1, B of the Constitution, if a petition for a constitutional amendment contains the signatures and permanent student file numbers of at least five percent of the current members of the Association, the Registrar shall return that petition as duly certified to the Chair of the Judicial Committee. The Chair of the Judicial Committee shall, no later than 5:00 p.m. on the first school day of the fourth week of Spring Quarter, transmit the certified petition to the Elections Administration Committee for placement on the ballot. Certified petitions shall be kept in the Board of Directors records.
 - b. The ASUW shall guarantee that all petitions certified by the Registrar before 5:00 p.m. on the last school day of the third week of Spring Quarter shall be placed on the ballot of the General Election. Petitions not returned by that time and those not certified shall not be placed on the ballot of the General Election;
 - c. The Elections Administration Committee shall advertise the procedures and deadlines for placing Constitutional Amendments by Initiative on the ballot during the quarter in which the general election is to be held no later than the end of the fifth week of Winter Quarter.
- 3. Special Elections

- a. The Board of Directors may call for a Special Election by a two-thirds vote to present ballot measures to the Association.
- b. A Special Election shall be called by the Board of Directors upon receipt of a certified petition requesting a Special Election, as provided for in Article VI, § 7,A of the ASUW Constitution.

C. Referendum in the General Election

1. Ballot Measure by Referendum

- a. The guidelines established in this Section (Article X, § 2, B) shall refer to all ballot measures except amendments to the Constitution.
- b. In order for a measure to be placed on the ballot for the General Election by Referendum, the following timeline shall be adhered to:
 - i. Measures to be placed on the ballot by vote of the Board of Directors must be approved by a two-thirds vote, by the end of the third week of Spring Quarter.

2. Amendment by Referendum: In order for a proposed constitutional amendment to be placed on the ballot for the General Election by Referendum, the following timelines shall be adhered to:

- a. Proposals must be submitted to the Chair of the Judicial Committee or presented as a Board of Directors Bill at a regularly scheduled Board of Directors meeting with no less than twenty school days between the proposal of such referendum and the election;
 - i. It shall be strongly recommended that a proposal be submitted by 5:00 p.m. on the first school day of the second week of Spring Quarter;
 - ii. The Judicial Committee shall review proposals within one week after submittal and shall make recommendations as to the wording and legal effect of the proposal.
 - iii. The Board of Directors shall meet within one week after the Judicial Committee has reviewed the proposal and shall vote on the proposal. In order to be placed on the ballot in the General Election, the Board of Directors must approve the proposal at least 20 days prior to the start of the General Election.
 - (1) If accepted by a majority of the Board of Directors, the proposal shall be placed on the ballot of the General Election.
 - (2) If rejected, the same proposal may be submitted by initiative, subject to guidelines in the ASUW Bylaws, for placement on the ballot of the General Election.

3. Special Elections

- a. The Board of Directors may call for a Special Election by a two-thirds vote to present ballot measures to the Association.

- b. A Special Election shall be called by the Board of Directors upon receipt of a certified petition requesting a Special Election, as provided for in the ASUW Constitution.

SECTION 3: Suspension of Bylaws

- A. The Board of Directors may suspend provisions of these Bylaws and those of ASUW Committees, Entities, Programs, and Commissions by a 2/3 vote if:
 - 1. The provision pertains to a procedural rule, and does not affect ASUW policies or the fundamental rights of its members; or
 - 2. The provision is determined to be based upon a premise that does not reflect actual ASUW practices or contradicts superseding governing documents.
 - a. Upon invocation of this section, the Director of Operations shall propose amendments necessary to permanently correct the incongruence in the provision within three meetings of the Board of Directors.
- B. The Board of Directors retains the sole power to suspend these Bylaws.
- C. Following a suspension of their own Bylaws, ASUW Committees must seek approval of the Board of Directors by the following Board meeting.

ARTICLE XV ELECTIONS

SECTION 1: Election Date

The Board of Directors shall be elected in accordance with Article VI, § 4 of the ASUW Constitution.

SECTION 2: Elections Administration Committee

- A. Selection of the Elections Administration Committee (EAC).

The EAC Chair shall be hired, following the open selection process and the general members of the Committee shall be appointed no later than the end of the second week of Winter Quarter. All members of the committee shall be prohibited from being involved in campaigning for or against any candidate or ballot measure for the entirety of the current election process regardless of committee standing unless he/she resigns or becomes ineligible before the 1st day of Spring Quarter. If this does not take place, he/she

or the candidate or ballot measure that he/she endorses will be considered ineligible for that election.

B. Elections Administration Authority and Responsibilities.

1. The EAC shall have control over ASUW Elections as delineated in the Bylaws of the ASUW.
2. The EAC has the right to make the necessary interpretations of the Elections rules in the course of an Election. The EAC Chair alone may not make official interpretations of Elections Rules. Such interpretations are binding unless appealed to the Board of Directors. Any appeal to the Board of Directors shall require a two-thirds majority to be sustained of the BOD voting membership to override an EAC interpretation.
3. The EAC shall publish, through The Daily, an Elections Voters' Guide, which shall list campaign platforms, candidate pictures, financial disclosures, polling locations, the Fair Campaign Statement, a list of activities that violate elections rules, methods of filing elections complaints, etc. Details of the Voters' Guide, as well as deadlines for submission of material, shall be established by the EAC, in conjunction with the Judicial Committee, and included in the Elections Policies and Procedures.
 - a. No candidate platform or ballot measure shall be placed on the front page of the Voters Guide.
 - b. The Voters Guide shall include both pro and con statements for each of the ballot measures. The Voters Guide shall also contain the text of each ballot measure, or a website address where the text can be found. The Judicial Committee shall be responsible for finding authors to write the pro and con statements, but preference for the author of the pro statement shall be given to the proponent(s) of the ballot measure. Interested people can contact the chair of the Judicial Committee for information.
 - c. The EAC shall be responsible for publishing a "campaign ethics ad" in The Daily, which shall express the ASUW's goal of having fair and ethical Elections. This ad should include a statement to the effect that any student of the University of Washington must adhere to ASUW guidelines relating to Elections and to the Elections Policies and Procedures.
 - d. The EAC shall ensure that all ballots list the text of all ballot measures, or clearly provide a website address where the text can be found.
4. The EAC will educate voters as to the purpose and process of Instant Runoff Voting (IRV).

SECTION 3: Candidacy

A. Eligibility for Candidacy

1. The requirements for candidacy for ASUW Board of Directors offices shall be as follows:
 - a. The candidate must be an ASUW member; and
 - b. The candidate must be a University of Washington undergraduate currently enrolled with at least six credit hours, or a graduate student with at least four credit hours, exclusive of credits in extension classes and basic ROTC classes, and must maintain a 2.0 cumulative Grade Point Average.
 - c. The candidate cannot, at the time of filing, be under consideration for the position of Student Regent by the Governor.
2. Members of the current Elections Administration Committee or the current Judicial Committee may not file for office in accordance with Article X, § 2 D 2 of the ASUW Constitution.

B. Filing for Candidacy.

1. Any individual who desires to be elected to the Board of Directors and meets the minimum requirements for eligibility for candidacy shall file his or her intention to be a candidate with the EAC.
2. To file, a candidate must submit a completed and signed Official Filing Form in accordance with the Elections Policies and Procedures.
3. If an elected candidate is disqualified within two weeks of the Election, the IRV counting software will be run again excluding the disqualified candidate within three days of the official disqualification.
4. Candidates for BOD at-large positions must declare which directorship position they are a candidate for when filing for office.
5. No one may file for more than one office or position in the same election.
6. Candidates for the Board of Directors may not serve as campaign managers for other current candidates. A Candidates campaign manager must be listed on the official filing form for office in order to be considered a campaign manager under these Rules.

C. Withdrawal from Candidacy

Withdrawal from candidacy must be made in writing and submitted to the EAC in a manner set forth in the EPP.

D. Disqualification

1. After certification, a candidate may be disqualified from candidacy only upon notice by the Judicial Committee of such impending action and after a hearing has been held.
2. Grounds for disqualification shall include, but not be limited to, failing to file properly for candidacy and/or commission of any major violation or any action that gives the candidate an undue advantage, as defined by the Elections Policies and Procedures.

3. If an elected candidate is disqualified within two weeks of the Election, the person receiving the second highest number of votes shall be elected instead.

SECTION 4: Campaign Rules

- A. Campaign rules and violations will be set forth in the EPP.
- B. For the purpose of these Rules, "campus" shall be defined as the properties of the University of Washington, excluding residential areas.
- C. For the purpose of these Rules, "endorsement" shall be defined in the Elections Policies and Procedures.
- D. Financial Disclosures.
 1. Each candidate must file an up-to-date and accurate statement of all campaign expenditures, donations, and sources of campaign income, including donated goods and services, on or before the date due.
 2. The term "donated goods and services" shall be defined as anything donated that a candidate would normally have to pay for, such as donated signs, wood stakes, printing, paper, etc.
 3. The date on which the completed Financial Disclosure form is due will be published in the EPP.
 4. Failure to submit the Financial Disclosure information on time or submitting a false Financial Disclosure shall constitute an Elections violation.
 5. The Financial Disclosure deadline shall be included with the Candidates' Packets and shall also be announced by the EAC Chair at the Elections seminar.
- E. Elections Seminar

Within the next three working days following the final filing deadline, the Chair of the EAC shall hold a meeting for the purpose of explaining the Elections Rules. Attendance by the candidates or their campaign managers shall be mandatory. A candidate's campaign manager must be listed on the official filing form for office in order to be considered a campaign manager under these Rules. Absence shall be considered an Elections violation.

- F. No candidate or his or her supporters may use ASUW printing machines, paper, phones, e-mail accounts, or other ASUW office support services or equipment, including staff, for campaign purposes.

- G. No candidate or his or her supporters shall intentionally approach EAC officials or Judicial Committee members in an effort to subvert or unethically influence the Election.
- H. All forms of campaigning conducted in University classrooms are prohibited unless permission is received from the appropriate instructor. Forms of campaigning which unreasonably interfere with the conduct of University classes are prohibited.
- I. Candidates are subject to the regulations of the Physical Plant and Federal Laws. Candidates are responsible for confirming the posting of large-scale signs with the Physical Plant Manager. Costs incurred by the Physical Plant for the removal of Elections materials will not be paid by the ASUW, but rather individual candidates will be billed by the Physical Plant.

SECTION 5: Violations, Complaints, and Hearing

A. Violation of Campaign Rules.

- 1. Any violation of any campaign rules as prescribed in the Elections Policies and Procedures or the ASUW Bylaws herein shall be considered a campaign violation, and appropriate action shall be taken by the Judicial Committee as set forth in these policies and procedures.
- 2. It shall be presumed that the candidate, any supporters, proponents of ballot measures, and any other person or group whose activity is alleged to be in violation of Election Rules or Policies or which appears to violate anyone's individual rights during the process of campaigning, know the Election Rules. A plea of ignorance shall not be considered a valid defense to an infraction of any Rule.

B. Complaints.

All reports of violations of campaign rules or other complaints against candidates, supporters, or any others involved in the Elections process, pertaining to qualifications for office, filing for candidacy, or financial disclosure shall be filed with the appropriate staff person in the Student Activities Office.

C. Complaints against the EAC.

Any student may file a complaint against the EAC or any member of the Committee, alleging some specific acts of misfeasance, malfeasance, or non-feasance by the Committee or Committee member. These charges must be adequately substantiated in writing and filed with the appropriate staff person in the Student Activities Office;

otherwise, the Judicial Committee shall have the right to refuse a review of those charges.

D. Hearings

The Judicial Committee shall hold hearings to address all complaints filed. The time and procedure of these hearings shall be specified in the Elections Policies and Procedures.

E. Penalties

1. All penalties for violations of campaign rules shall be specified in the Elections Policies and Procedures.
2. All penalties must be approved by the Board of Directors before becoming final. This is the appropriate time for any appeals to the Board with regard to the Judicial Committee's recommended penalties. Any modifications to the penalties recommended by the Judicial Committee shall require a three-fourths vote by the Board of Directors to amend.
3. All fines must be paid in full regardless of whether or not a candidate or ballot measure is successful in the elections. No elected candidate to the Board of Directors may assume office until such fines shall have been paid.

SECTION 6: Voting

A. Ballot Casting

Candidates' ballot order for each position shall be randomized for each individual ballot.

B. Qualifications for Voting.

1. Only ASUW members may vote. Non-ASUW members can become eligible by registering as an ASUW member before or on Election Day.
2. Students voting via an online ballot must log in using their UW NetID.

C. Polls.

1. All voting in ASUW Elections will take place online. The Elections Administration Committee will establish information booths which may or may not include computers for voting:
 - a. The Elections Administration Committee shall host an online or "virtual" polling location at a web address of their designation.
 - b. The Elections Administration Committee shall select information booth locations based upon the following criteria:
 - (1) Accessibility to large numbers of students.
 - (2) Location relative to other information booths.
 - c. The online voting system and information booths times and locations shall be well advertised on campus prior to and on the days of

election. "Well-advertised" shall mean at least three ads in a section of The Daily other than the classified section, with these ads to be at least quarter-page size and appearing on separate days within one week of the election.

- d. All information booths shall be equipped with measuring tape.
 - e. If there is a technical problem with the online voting system during the elections or during the time when elections are supposed to be occurring, it is within the Board of Directors' discretion to postpone the election until such a time that either the online voting system is operational, or physical voting may be used.
 - f. If there is a need for physical polling locations, the EAC shall establish polling places at the same locations of the information booths.
2. The EAC shall be responsible for advertising the location of the polls and the times they shall be open.

D. Voting System

1. Voting

- a. Voters may rank candidates in the elections of President, Vice President, and the six At-Large Board of Directors positions. Each voter may only rank a candidate once for each position. A voter may rank as many or as few of the candidates as the voter chooses.
- b. For each elected position, the first candidate to receive over fifty percent of the vote shall be elected the position.

2. Write-in Votes.

- a. The ballot will contain a mechanism for voters to write-in the name of a candidate who is not listed on the ballot. Voters will only be allowed to select a write-in candidate for one ranking for each position.
- b. For the purposes of this section, a "registered candidate" will be any candidate that has successfully filed all required documents in a timely manner as set forth in the Elections Policies and Procedures (EPP). Any other candidate shall be referred to as a "write-in candidate."

E. Tallying Votes.

- 1. If one candidate has above fifty percent of the first place votes cast, that candidate is declared the winner. If no candidate has above fifty percent of the first place votes, the candidate who received the fewest first place votes will be eliminated. The elimination of the lowest vote getter and reassignment of votes will continue until one candidate has more than fifty percent of the vote.
- 2. Once a candidate is eliminated, all votes for that candidate are invalid and ballots selecting that candidate shall be reassigned to the next valid candidate listed in the order of preference. If a ballot lists no valid candidate, the ballot shall no longer be valid and will not count toward the total votes required to receive a majority.

3. If multiple candidates are tied for last place in the first round, the candidate with the lowest number of second preference votes shall be eliminated. In the event of a tie in any round other than the first, the candidate with the fewest votes in the immediately previous round will be eliminated. In a case of a tied vote in the final round, the tied candidates shall stand alone in a new Election.
4. A final tally listing the results of each round shall be created and posted in a location set forth in the EPP. Each candidate shall be listed by name on the official tally along with the number of votes received in a given round in which the candidate was eligible.
5. Any candidate or ballot measure proponent who desires a recount of ballots must request so prior to the EAC certification of the results. All such requests must be made in writing and submitted to the EAC Chair.
 - a. A recount, once requested, shall be conducted at the discretion of the EAC.
 - b. If a request is rejected, the EAC must provide written justification for their decision. Any such decision may be appealed to the Judicial Committee.
6. In the event that a flaw emerges in the Instant Runoff Voting Software or other technical or security circumstances arise that would compromise the integrity of the election, the SAO advisors responsible for tallying ballots will consult with the EAC. Upon a majority vote of the EAC, the ballots will be tallied based solely upon first place votes and the candidate receiving the most votes will be declared the winner.
 - a. The Board of Directors will be informed of any flaws or circumstances by the SAO advisors and will discuss the matter at an emergency meeting scheduled within three school days of the elections announcement. Whether or not the EAC has voted to tally the ballots solely upon first place votes, the Board of Director's sole options will be to accept the results as announced or order a new election.
 - b. The ordering of a new election must pass by a three-fourths vote of the Board of Directors. Failure to pass by said majority will result in the EAC results standing.
 - c. Any new election will be conducted according to a plurality system whereby voters choose only one candidate and the candidate receiving the most votes is declared the winner.
7. All write-in candidates shall be subject to the same process as registered candidates.

SECTION 7: Elections Policies and Procedures

- A. The Judicial Committee shall be responsible for adopting Elections Policies and Procedures, and then submitting those Policies and Procedures to the Board of Directors for their review and approval. Approval of the Policies and Procedures shall

take two readings of the Board of Directors. In no case shall the Board of Directors receive these Policies and Procedures later than the end of the fifth week of Winter Quarter.

- B. The Elections Policies and Procedures shall be subject to Board of Directors approval.
- C. The Elections Policies and Procedures shall include, but not be limited to, the following:
 - 1. Candidacy filing requirements;
 - 2. Withdrawal from candidacy requirements;
 - 3. Campaign Rules;
 - 4. Fair Campaign Practices Statement;
 - 5. Listing and classifying violations;
 - 6. Complaint and hearing timeline procedure;
 - 7. Violation penalties;
 - 8. Provisions for write-in votes and absentee ballots; and
 - 9. Guidelines for selection of Poll locations.
- D. It shall be the duty of the Judicial Committee Chair to supply the EAC Chair with the last year's Elections Policies and Procedures.
- E. Candidates' Packets shall be finalized and made available to the public and to The Daily by second week of Spring Quarter. Candidates' Packets shall include, but not be limited to, the following:
 - 1. Portions of the ASUW Constitution pertinent to elections;
 - 2. Bylaws of the Board of Directors Article XI;
 - 3. Elections Policies and Procedures;
 - 4. Official filing form, to include the Fair Campaign Practices Statement;
 - 5. University of Washington Physical Plant Policy;
 - 6. Poll locations;
 - 7. Platform Statement Information;
 - 8. Elections Calendar;
 - 9. Financial Disclosure Deadline and Information; and
 - 10. Financial Disclosure Forms.

ARTICLE XVI
ASUW JUDICIAL COMMITTEE

SECTION I: Preamble

The Judicial Committee has been created to ensure that the actions of the ASUW subscribe to the goals and guidelines as set forth in its Articles of Incorporation,

Constitution, and Bylaws. Creation of this Committee is by no means designed as a check to the BOD; rather it is intended to provide the BOD with a resource for further investigation of complex legal and policy issues. The Judicial Committee must, therefore, recognize that the BOD retains the final decision making power of the ASUW with every issue on which the BOD chooses to take action.

SECTION 2: Membership of the Judicial Committee

The membership of the Judicial Committee is delineated in the ASUW Constitution Article VIII, § 2, A. In cases involving review of elections violations, Judicial Committee members who are BOD members, including the Chair and ASUW President or proxy, shall not be involved in discussion or voting. Committee members excluded from participation may be called upon by the remaining members of the Committee to address complaints filed by and/or against him/her.

A. Voting members of the committee shall include:

1. An at-large member of the Board of Directors shall serve as Chair of the Judicial Committee;
2. ASUW President or proxy;
3. The Secretary of Judgments, who shall be an at-large member of the Judicial Committee;
4. The Secretary of Recommendations, who shall be a member of the Judicial Committee, with the exception of the President or Presidential Proxy;
5. Two additional at-large members; and
6. One member of the Student Senate.

B. Non-voting members of the Committee shall include:

1. A liaison from Student Legal Services; and
2. A representative of the Student Activities Office.

SECTION 3: Definitions

A. Recommendations

A recommendation is a decision made by the Judicial Committee that suggests a particular course of action to the BOD (ASUW Constitution Article VIII, § 2, B, I, a).

B. Judgments

A judgment is a decision made by the Judicial Committee that mandates a particular course of action to the BOD (ASUW Constitution Article VIII, § 2, B, I, b).

C. Requests for Review.

A “Request for Review” is the official form that must be completed in order to request Judicial Committee action. The form, to be designed by the Judicial Committee and approved by the BOD, must include the following information:

1. Submitter’s name;
2. Submitter’s student number (to verify student status.);
3. Appropriate reference number of legislation, if applicable (Board of Directors Bill number, location in the ASUW Constitution or Bylaws where the violation is said to occur, or sections of the Constitution or Bylaws that submitter would like the Judicial Committee to review.);
4. Purpose of legislation or an explanation of the request (A brief summary of the intent of the legislation in question or a description of the question being asked of the Judicial Committee.); and
Justification for review (i.e. specific references to where the ASUW has violated its governing laws or policies; an in-depth description of the action, or an explanation of why the submitter believes there is a need for Judicial Review of the matter in question.)

D. To reach quorum requires the presence of at least four voting members of the Judicial Committee.

SECTION 4: Duties

A. Duties of the Judicial Committee Chair.

1. Ensuring Committee actions conform to guidelines delineated in the ASUW Constitution and Bylaws.
2. Assigning tasks and liaisons to Committee members as necessary to successfully fulfill the purpose of the Judicial Committee as delineated in the Constitution.
3. Writing reviews, recommendations, and judgments in accordance with the findings of the Judicial Committee.
4. Presenting recommendations and judgments of the Committee to the BOD, unless this responsibility is specifically delegated by the Chair to an at-large member of the Judicial Committee.
5. Ensuring all members of the Committee are contributing. If the Chair finds any member(s) to be inadequately carrying out their responsibilities, the Chair will report any inadequacies to the Vice President for review.
6. Assign at-large members of the Committee to the Secretary positions by the second meeting of Fall Quarter.
7. To reassign some responsibilities of the Secretaries if the work load is determined to be excessive for one individual.

8. Prepare a review of the performance of two-year appointees at the end of their first year for the incoming Judicial Committee Chair.

B. Secretary of Judgments.

One at large member of the Judicial Committee who is not serving as the Secretary of Recommendations shall serve as Secretary of Judgments. The duties of the Secretary include:

1. To provide additional research deemed necessary as delineated in these Bylaws;
2. To serve as Chair of the Judicial Committee when hearing matters relating to ASUW elections; and
3. Perform duties as assigned by the Chair of the Judicial Committee.

C. Secretary of Recommendations.

One at large member of the Judicial Committee who is not serving as the Secretary of Judgments shall serve as Secretary of Recommendations. The duties of the Secretary include:

1. To provide additional research deemed necessary as delineated in these Bylaws;
2. To serve as Vice Chair of the Judicial Committee; and
3. Perform duties as assigned by the Chair of the Judicial Committee.

D. Voting membership of the Judicial Committee.

1. All voting members of the Judicial Committee will perform duties as assigned by the Chair of the Judicial Committee.
2. These duties shall include the assignment of each Judicial Member to an ASUW Committee to serve as a resource for the investigation of specific legal and policy issues within that committee. Each members shall meet with their assigned committee or sit in on a committee meeting no less than once per month.
3. Every voting member of Judicial Committee must attend one Board of Directors meeting per quarter, unless otherwise excused by the Chair of Judicial.

SECTION 5: Functions and Limitations

The functions and limitations of the Judicial Committee shall be as delineated in the ASUW Constitution with the following provisions:

A. Relationship to the BOD.

In no way shall the functions and powers of the Judicial Committee replace or supersede those of the Board of Directors as granted in the ASUW Constitution;

B. Constitutional limitations.

The Judicial Committee may undertake no action of its own without that power being explicitly delineated in the ASUW Constitution or specifically granted by the Board of Directors;

C. Right of referral.

The Judicial Committee reserves the right to defer review of an issue pending recommendations from the appropriate University authority for legal or procedural information if the issue involves investigation beyond their means and/or if the consequence of their decision warrants such action;

D. The Judicial Committee must follow University guidelines when referring issues to the University resources; and

E. The Judicial Committee must recognize the authority of University resources upon receiving requested recommendations from that University resource.

SECTION 6: Procedures of the Committee

The Committee shall use Sturgis Standard Guide to Parliamentary Procedure in accordance with BOD Bylaws. Situations allowing the Judicial Committee to review ASUW actions for recommendation and judgment are delineated in the ASUW Constitution.

A. Procedures for submission.

1. The presented information requesting Judicial Committee action must meet the criteria delineated in the ASUW Constitution.
2. Students who are requesting Judicial Review must fill out a "Request for Review."
3. The student(s) must then submit the "Request" to the Chair of the Judicial Committee five days prior to the next scheduled Judicial Committee meeting.
4. Submitted "Requests for Review" that ask for a Judicial Committee judgment must be filed no longer than ten regular class days after the BOD decision in question.

- a. The Judicial Committee may extend the deadline a maximum of five regular class days when provided with sufficient justification from submitter.
 - b. Re-filed “Requests for Review” must be submitted within five regular class days of its return in order to be considered by the Judicial Committee.
 5. Submitted “Requests for Review” that are past deadline shall not be considered by the Judicial Committee. In these instances, only new legislation by the BOD can reverse/replace a prior action/decision of the ASUW, BOD, or ASUW Entity.
- B. Procedure for review
1. The Chair will then verify all information on the Request as well as perform any additional research deemed necessary.
 2. The Judicial Committee shall, at its next meeting, review the merits of the Request. At this time the committee may vote by simple majority on one of the following actions:
 - a. Vote to investigate the “Request” further and offer a recommendation/ judgment on this or a later date;
 - b. Refer the “Request” back to the submitter with requests for further information;
 - c. Reject the "Request for Review" if the issues involved are outside the jurisdiction of the Judicial Committee or are not felt to be grounded in fact; or
 - d. Refer the issue to the appropriate University resources for legal or procedural information.
- C. If the Judicial Committee decides to investigate, they must provide a written summary of their conclusions to the submitter as well as members of the Board of Directors. These conclusions, once presented to the Board at their next meeting, are not debatable. However:
1. The submitter may choose to re-file the “Request” as long as sufficient revisions have been completed that warrant further inquiry by the Judicial Committee; and
 2. The Board of Directors may overturn judgments of the Judicial Committee as delineated in the ASUW Constitution.
- D. If the Judicial Committee refers the “Request” back to the submitter, the Committee must provide, in writing, the specific information needed to review the “Request.”
- E. If the Judicial Committee rejects the “Request”, they must provide a written summary of the reasons for rejection. This rejection, once written, is not debatable; however, the submitter may choose to re-file the “Request” as long as sufficient

revisions have been completed such that further inquiry by the Judicial Committee is warranted.

- F. If the Judicial Committee refers the “Request” to an “appropriate University resource,” the Committee must provide the submitter, in writing, a summary of the Committee's reasoning for such referral.
- G. The Judicial Committee must approve and amend as necessary the final text of the summary during the next meeting after a Committee decision has been made, unless the Committee finds that the matter is of a timely nature and would hinder ASUW operations if delayed, in which case a draft of the review may be approved at the initial meeting. If the Judicial Committee elects to approve a draft version of their review, the Chair must provide the final version at the next meeting.

SECTION 7: Additional Procedures for Review of Election Issues

Upon receiving complaints from the EAC, candidates, and students at large, the following shall be the rules regarding the hearings and the final presentation of the Judicial Committee's findings to the BOD.

- A. The functions of the Judicial Committee regarding election complaints are as follows:
 - 1. To collect data, investigate charges, and take punitive measures regarding alleged violations of ASUW election rules; and
 - 2. To hear complaints from the EAC, candidates, and students.
- B. A public hearing shall be convened five regular school days after the last day of ASUW elections to consider election matters.
 - 1. All decisions shall be made in executive session.
 - 2. BOD members and any President's proxy serving on the Judicial Committee shall not vote or participate in Committee discussion.
 - 3. The Secretary of Judgments shall serve as the Chair of special sessions involving elections.
- C. Complainants must fill out an Elections Complaint Form to register allegations of election misconduct.
- D. The “Request” will be automatically rejected if filed more than two regular school days after the election.
- E. Candidates against whom a complaint has been filed must be notified within three regular school days of the election or the “Request” must be dismissed.
- F. A special report of the results shall be sent to the Board of Directors, where it will be dealt with in accordance with BOD Bylaws and the Elections Policies and Procedures.

ABRIDGED ASUW CONSTITUTION

ARTICLE VII THE BOARD OF DIRECTORS

SECTION 1: Membership

- A. There shall be twelve (12) student members as follows:
1. ASUW President;
 2. ASUW Vice President;
 3. Six (6) representatives-at-large as delineated in the Bylaws of the BOD;
 4. One Graduate and Professional Student Senate (GPSS) representative;
 5. ASUW Budget Director shall be an ex-officio member of the BOD without vote; and
 6. ASUW Personnel Director shall be an ex-officio member of the BOD without vote; and
 7. One ASUW Student Senate representative shall be an ex-officio member of the BOD without vote.
- B. The Director of Student Activities shall be an ex-officio member of the BOD without vote.
- C. An official representative of the University Administration, designated by the President of the University, shall be an ex-officio member of the BOD without vote.

SECTION 2: Officers of the Board of Directors

- A. The ASUW President shall be the Chair of the BOD, and the ASUW Vice President shall be the Vice Chair.
- B. At the first regular meeting of Fall Quarter the BOD shall elect an at-large member of the BOD to serve as Chair Pro-Tempore.

SECTION 3: Eligibility

Rules of eligibility for candidacy for election to and holding of ASUW and BOD positions shall be established by the BOD in its Bylaws, and shall be consistent with University rules. Any officer of the ASUW or member of the BOD, who, under the rules of the University or the ASUW, becomes ineligible for such office, shall, upon determination of such fact and without further action, cease to hold such office. The vacancy shall be filled as provided.

SECTION 4: Election of Officers and Board of Directors Members

- A. The ASUW President, Vice President, and BOD members-at-large shall be elected the seventh week of Spring Quarter and shall take office the last day of Spring Quarter.
- B. Each BOD member-at-large shall be elected to fill one of the six delineated directorships defined in ASUW Bylaws, Article I, Section 5 and shall declare which directorship they are a candidate for when filing for office.

- C. The GPSS representative shall be elected within his/her constituency and shall take office as prescribed in the GPSS Bylaws.
- D. In the event of an irregularity in elections which results in the nullification of one or more of the electoral races by the BOD, a re-running of said positions shall be made within one month of the ASUW General Election.
- E. The ASUW Student Senate representative shall be elected within his/her constituency and shall take office as prescribed in the ASUW Student Senate Bylaws. The ASUW Student Senate representative will be non-voting and will not be a member of the Executive Committee.

SECTION 5: Hiring of Directors

The Budget and Personnel Directors shall be hired according to the Personnel hiring policies as delineated in the Personnel Bylaws and shall take office the last day of Spring Quarter.

SECTION 6: Vacancies

- A. In the event of a vacancy in a BOD position (except as otherwise provided herein), the BOD shall call for and consider applications and shall appoint to the office a student who is eligible for the position who shall complete the term of office.
- B. In the event of vacancy in any position held by a representative to the BOD of an organization, the vacancy shall be filled by a representative appointed by that organization, who shall complete the term of office.

SECTION 7: Recall and Dismissal of Board of Directors Members

- A. Recall of Board of Directors Member.
 - I. A special election to dismiss a Board member shall occur if one of the following occurs:
 - a. A petition for recall of BOD members shall require the signatures and permanent student file numbers of at least 5 percent of the ASUW membership.
 - b. The Student Senate orders a recall pursuant to Article IX, Section 3(D).
 - c. The Board may take appropriate action, including, but not limited to, freezing pay, reprimand, censure, or calling for a special election to recall the member. It shall require a 2/3 vote of the membership of the Board of Directors to call for a special recall election.
- B. Special Election

Upon receipt by the BOD of a petition for recall, duly certified by the Registrar to contain the

names and permanent student file numbers of at least 5 percent of the ASUW membership, a Student Senate Order for recall, or a 2/3 vote of the BOD, it shall be the duty of the BOD to hold a special election for recall. No other issue than the recall shall be presented to the voters at said election.

C. Recall.

The BOD member shall be recalled by majority vote, provided that the total number voting amounts to at least 2/3 of the total vote cast for the office at the election in which the BOD member was elected. The vacancy thus created shall be filled immediately as provided.

D. Dismissal of Directors.

Dismissal of either the Budget Director or the Personnel Director shall be handled in accordance with Personnel Bylaws.

SECTION 8: Functions and Powers of the Board of Directors

The BOD shall have general supervision and control over all ASUW activities. It shall govern either directly or through its appointed agencies, the following:

- A. Exercise of final legislative, executive, and judicial powers of the Association, subject to the exercise of such powers ultimately resident in the membership of the Association;
- B. Enactment of the Bylaws and Rules necessary for the regulation of the affairs of the Association, and the BOD, under this Constitution;
- C. Recommendation of the appointment and removal of all salaried officers, employees, and agents of the ASUW;
- D. Approval of all appointments made by the chair of the BOD;
- E. Approval of the budget and expenditures of the ASUW. The BOD shall have final authority to budget, disburse and withhold funds, or to authorize entry into contractual or financial relationships, on behalf of the Association;
- F. Publication of an annual ASUW Financial Statement;
- G. Empower committees or members of the employed staff to act in specified areas without BOD approval of those acts;
- H. The right of final approval or disapproval of all legislative, executive, or judicial acts of its committees or agents;
- I. Establishment of rules for the approval of student organizations by the ASUW and granting of approval according to such rules;

- J. Expression of opinion and interests of members of the Association to the community at large on issues affecting student life; and
- K. Exercise, directly or through its agents, student leadership and representation in publications, athletics, student organizations, Union Building program and management, University Book Store management, student welfare, student housing, educational affairs, and other critical issues of student life.

SECTION 9: Meetings of the Board of Directors

- A. Regular meetings of the BOD shall be held at least once each calendar month throughout the regular school year.
- B. Special meetings of the BOD may be called by the chair upon at least 24 hours notice to BOD members and members of the news media as required by the Open Public Meetings Act.
- C. A quorum shall be a majority of the voting members of the BOD as of the current date. There shall be no voting by proxy.

SECTION 10: Budget Approval

- A. The ASUW Finance and Budget Committee shall make its budget recommendations in a manner to be specified in the BOD Bylaws.
- B. The BOD shall approve the budget recommendations of the Finance and Budget Committee for the upcoming year before their term of office expires.
- C. In the case of disapproval, the BOD shall refer the item(s) disapproved back to the Finance and Budget Committee for re-evaluation before taking final action.
- D. It shall be the responsibility of the BOD to determine the priorities upon which the Finance and Budget Committee shall make its decisions.

*ARTICLE XI
COMMITTEES OF THE ASUW*

SECTION I: Three Types of ASUW Committees

- A. Delineated
 - 1. Criteria: named and defined within the ASUW Constitution.
 - 2. Current committees within this jurisdiction:
 - a. Judicial;
 - b. Elections Administration;
 - c. Legislative Steering ;

- d. Finance & Budget;
- e. Governance;
- f. Personnel;

B. Standing.

- 1. Criteria.
 - a. Meets on a continuous and constant basis.
 - b. Fulfills an ongoing need or requirement.
- 2. Privileges.
 - a. BOD liaison.
 - b. Necessary support to fulfill its function.

C. Task Forces.

- 1. Criteria.
 - a. Short-term function.
 - b. Organized by the BOD.
 - c. Limited mandate and scope.
- 2. Privileges as delineated in the Bylaws.

SECTION 2: Judicial Committee

A. Membership.

- 1. There shall be seven voting student members as follows:
 - a. One student from the Board of Directors, who shall serve as Chair;
 - b. Four students at large selected for two year terms, to be staggered so that no more than two full term appointments are made each year;
 - c. ASUW President or proxy; and
 - d. One member of the Student Senate.
- 2. A liaison from Student Legal Services shall serve as a member without vote.
- 3. A representative of the Student Activities Office shall be an ex-officio member without vote.

B. Functions and Limitations.

- 1. Definitions.
 - a. A recommendation is a decision made by the Judicial Committee that suggests a particular course of action to the BOD.
 - b. A judgment is a decision made by the Judicial Committee that mandates a particular course of action to the BOD.
- 2. Recommendations.
 - a. Review proposed revisions of the Constitution of the ASUW and Bylaws of the Board of Directors and make recommendations to the BOD.
 - b. Review proposed Bylaws or amendments to the Bylaws of ASUW agencies or commissions and make recommendations to the BOD.
 - c. Interpret the Constitution of the ASUW and all governing Bylaws and make recommendations to the BOD.
- 3. Judgments.

- a. Determine if actions or decisions of the BOD are in violation of the ASUW Constitution or the Bylaws.
 - b. Determine if actions or decisions of the ASUW agencies or committees are in violation of the ASUW Constitution or the governing Bylaws.
 - c. Determine whether ASUW candidates have violated campaign regulations; and levy fines as delineated in the Bylaws of the Judicial Committee.
4. General Policies.
- a. The Judicial Committee shall determine the classification of any and all ballot measures and shall review ballot titles and recommend changes if necessary.
 - b. The Judicial Committee shall determine standards for the form of petitions and referenda.
 - c. The Judicial Committee shall ensure the compliance of all involved parties and individuals with election policies and regulations.
 - d. The Judicial Committee shall verify that all actions and decisions of the ASUW comply with RCW, the Articles of Incorporation, the Constitution, and the Bylaws.

C. Procedures.

- 1. Procedures for submitting legislation to the Judicial Committee for Recommendation.
 - a. The BOD may refer any legislation to the Judicial Committee when the document involves interpretation of the Constitution and/or the Bylaws.
 - b. The BOD will refer any legislation to the Judicial Committee that involves amending or replacing the ASUW Constitution or the Bylaws.
 - c. Any student who is not a member of the Judicial Committee may submit legislation to the Judicial Committee for recommendation.
- 2. Procedures for submitting legislation to the Judicial Committee for judgment.
 - a. The BOD may refer any legislation to the Judicial Committee when the document involves interpretation of the Constitution and/or the Bylaws.
 - b. Legislation approved by the BOD or any ASUW Entity or committee may be submitted to the Judicial Committee by any student who is not a member of the Judicial Committee to verify that it complies with all precedent documents.

D. Limitations.

- 1. No member of the Judicial Committee may initiate or endorse any action requesting review by the Judicial Committee.
- 2. Any member of the Judicial Committee who intends to endorse or participate in any ASUW election campaigning must resign their Judicial position by the first day of Spring quarter. If this does not take place, he/she or the candidate or ballot measure that he/she endorses will be considered ineligible for that election. This provision does not apply to the at-large Board of Directors member serving as chair or the ASUW President, whose seats are incapable of being resigned; it does, however, apply to any proxy assigned by the ASUW President.

3. The BOD member(s) and ASUW President (or his/her proxy) who sit on the Judicial Committee will not be present during discussion and judgment of elections violations.
4. At-large members may not serve on any other ASUW committee during their appointment period.
5. The BOD may reject a judgment of the Judicial Committee with a 3/4 majority of the voting membership of the BOD.

SECTION 3: Elections Administration Committee

A. Selection of Elections Administration Committee (EAC).

The EAC Chair shall be appointed, following the hiring process, by the Personnel Committee. The volunteer members of the Committee shall be appointed through the open selection process as delineated in the ASUW Bylaws.

B. Functions of the Elections Administration Committee (EAC).

The EAC shall conduct elections as delineated in the EAC Bylaws.

SECTION 4: Legislative Steering Committee

A. Membership.

1. There shall be 11 voting student members as follows:
 - a. ASUW President;
 - b. ASUW Director of Operations;
 - c. Two ASUW BOD members serving as liaisons to the Student Senate;
 - d. Student Senate Vice-Chair;
 - e. Two Student Senate representatives; and
 - f. Four students chosen through the Open Selection Process.
2. Non-voting members.
 - a. OGR Assistant Director, who shall serve as chair;
 - b. OGR staff members;
 - c. GPSS Representative;
 - d. SAO advisor.
3. A representative of the Student Activities Office shall be a member without vote.

B. Functions of the Committee

The Legislative Steering Committee shall:

1. Write and propose an annual Legislative agenda to be passed by both the Student Senate and the BOD. The Legislative Agenda most recently approved by both the Student Senate and the BOD will be active until both the Student Senate and the BOD approve a new Legislative Agenda.
2. Make recommendations to the Student Senate and BOD on current legislation affecting higher education;

3. Coordinate the lobbying efforts of the ASUW within state, university, and ASUW guidelines;
4. Interact with state and national student organizations dealing with issues of higher education; and
5. Complete other projects as delegated by the BOD.

SECTION 5: Finance and Budget Committee

A. Membership.

1. There shall be nine student members as follows:
 - a. ASUW Budget Director, who shall act as chair;
 - b. ASUW President or proxy;
 - c. One BOD member, who shall also serve as a member of the Personnel Committee;
 - d. Four students chosen at-large; and
 - e. Two members of the Student Senate.
2. A representative of the Student Activities Office shall be a member without vote.

B. Functions of the Committee.

The Finance and Budget Committee shall:

1. Prepare and submit to the Board of Directors an annual budget which shall include an allocation of funding for the activities of the ASUW;
2. Make decisions on all ASUW expenditures not provided for in the annual budget. These decisions are subject to repeal, amendment, or postponement by the BOD;
3. All decisions of the Finance and Budget Committee are unofficial until six school days have passed, in which time the BOD must have met at least once;
4. Report to the BOD all business carried out by the committee at the next BOD meeting following the decisions of the Committee. This shall be done by the Director or his/her representative;
5. Recommend admission fees to ASUW events;
6. Make recommendations on salaries, salary ranges, and contracts;
7. Provide through the Comptroller of the University for an annual audit of accounts of the ASUW; and
8. Prepare and submit a financial report each quarter to the Board of Directors.

SECTION 6: Governance Committee

A. Membership.

1. The following shall be voting members:
 - a. ASUW President or proxy;
 - b. Student Senate Vice Chair; and
 - c. All students appointed as ASUW representatives to University committees, faculty councils, and community committees.
2. The following shall be non-voting members:
 - a. One BOD member, who shall act as Chair;
 - b. A representative of the Graduate and Professional Student Senate; and
 - c. A representative of the Student Activities Office.

B. Functions.

1. Write and propose an annual ASUW University Agenda to be passed by both the Student Senate and the BOD. The ASUW University Agenda serves as a directive for ASUW representatives to University committees, faculty councils, and community committees.
 - a. The ASUW University Agenda most recently approved by both the Student Senate and the BOD will be active until both the Student Senate and the BOD approve a new ASUW University Agenda.
2. Make recommendations to the Student Senate and BOD on current issues in external committees affecting students.
3. Coordinate the advocacy efforts of ASUW representatives on University committees, faculty councils, and community committees.
4. Governance Committee members shall submit regular reports to Chair detailing the activities of the committee on which they serve. These reports shall be submitted for review by the Chair and the general public via the Governance Blog. Governance members shall submit one report for each committee meeting attended.
5. Complete other projects as delegated by the BOD.

- C. No action or agenda at a Governance Committee general meeting shall be considered valid unless at least one-fourth of the current voting members are present at the meeting. Positions currently vacant will not count against quorum.

SECTION 7: Personnel Committee

A. Membership.

1. There shall be nine student members as follows:
 - a. ASUW Personnel Director, who shall act as Chair;
 - b. ASUW President or proxy;
 - c. One BOD member, who shall also serve as a member of the Finance and Budget Committee;
 - d. One member of the Student Senate;
 - e. One ASUW employee; and
 - f. Four students selected at-large. During Spring quarter only, two additional students at-large shall serve, bringing the membership of the Personnel Committee to eleven.
2. A representative of the Student Activities Office shall be member without vote.

B. Functions.

The functions of the Personnel Committee shall be to:

1. Recommend salary guidelines to the Finance and Budget Committee for submission to the Board of Directors;
2. Recommend ASUW personnel policies to the Board of Directors; and
3. Serve as a grievance committee to the Board of Directors for all personnel grievances brought by the ASUW.

ARTICLE XIII
LEGISLATIVE POWERS

SECTION 1: Legislative Powers

The Legislative powers of the Association shall be vested in the Board of Directors, except those powers delegated to the Student Senate, subject only to the right of the members of the Association to propose legislation, not inconsistent with the provisions of the Constitution, and to enact or reject the same.

SECTION 2: Initiative and Referendum

A. Petition for Initiative.

The BOD shall provide for an initiative vote whenever a petition for a legislative act, duly certified by the Registrar to contain the signatures and permanent student file numbers of at least five percent of the current members of the Association, shall be presented to it.

B. Referendum.

Whenever a two-thirds vote of the BOD approves the presentation of a referendum measure to the Association, the BOD shall provide a referendum vote.

C. Initiative or Referendum Vote.

Such initiative or referendum shall be submitted to the members of the Association at the next regular election or at a special election called earlier by the BOD. In no case shall less than twenty school days elapse between the proposal of such petition or referendum and the election. The initiated or referred measure shall be adopted if a majority of those voting on the measure vote in favor of it, whereupon the measure shall become effective immediately.

D. Laws Binding Until Repealed.

Any initiative or referendum adopted by a majority of the members of the Association voting on the measure in such an election, shall be binding upon the Association, its officers, and the BOD until repealed. Such laws may be repealed or rescinded by a constitutional amendment or a subsequent initiative or referendum election.

ARTICLE XIV
CONSTITUTIONAL AMENDMENT

SECTION 1: Proposal of Amendments

Amendments to the ASUW constitution must follow the procedures outlined herein.

A. A proposed amendment to this Constitution shall be placed on the ballot if adopted by two-thirds of the voting membership of the BOD.

- B. A proposed amendment to this Constitution shall be placed on the ballot upon receipt by the BOD of a petition requesting such action, duly certified by the Registrar to contain the signatures and permanent student file numbers of at least five percent of the current members of the Association.
- C. A proposed amendment to this Constitution shall be placed on the ballot upon approval by at least $\frac{3}{4}$ of the Student Senate voting membership.
- D. The ballot question must be placed on all petitions before signatures are gathered.
- E. The wording of all ballot questions must be referred to the Judicial Committee and approved by the BOD before the signatures are gathered.

SECTION 2: Adoption of Amendments

Proposed amendments to this Constitution shall be submitted to the members of the Association at the next regular election, or at a special election called earlier by the BOD. In no case shall less than 20 school days elapse between the proposal of such amendment and the election. The amendment shall be adopted if a majority of those voting on the amendment vote in favor of it, whereupon the amendment shall become effective immediately.

INSTANT RUNOFF VOTING (IRV) GUIDE

What is instant runoff voting (IRV)?

Instant Runoff Voting is a system that guarantees that the winning candidate has a **majority** of votes, rather than just a plurality. Additionally, IRV eliminates the popular notion that voting for a “third party candidate” is a “waste of a vote.”

In contrast to most elections, IRV has the voter rank their candidates by preference (first, second, third choice, etc.). These rankings provide the means to initiate a second round of recording ballots if no candidate receives a majority of the votes after voting officially closes. It is **very** important to rank all candidates for IRV to be as accurate and effective as possible.

How does IRV work?

If anyone receives a majority of the first choice votes, that candidate is elected. If this does not occur, the candidate who receives the overall ranking of last place is eliminated, just as in a runoff election. The ballots are then counted again. This time, when a ballot is counted that has the recently eliminated candidate chosen as the first choice, the second choice candidate listed receives the vote. This process of eliminating the last place candidate and recounting ballots continues until one candidate receives a majority of the vote.

Why do ASUW Elections use instant runoff voting?

While no voting system is perfect, IRV is generally considered the best method of voting when there are more than two candidates running for an elected position. Additionally, IRV serves as an accurate measurement of the overall support for a candidate. The Elections Administration Committee encourages all voters to rank all candidates during ASUW Elections to ensure that IRV is as accurate and effective as possible.

What's the difference between a “plurality” and a “majority”?

A “plurality” means that the candidate with the most votes wins, as in most of our elections. In an election with only two candidates, the winner with the most votes automatically received the “majority” of the votes (50% + 1). However, when there are three or more candidates for one elected position, it is possible for the candidate who receives the plurality of votes to still get a “minority” share of the votes (less than 50%). IRV is initiated to ensure that all ASUW elected positions are elected with a majority of the votes.

If you have questions please contact the EAC Chair at asuwvote@uw.edu.

CANDIDATE PLATFORM GUIDELINES

Platform Information

Platforms must be submitted with an Official Candidate Filing Form by 5:00 PM on April 26. The content of a platform can include an official stance on a University or community issue, goals for the office of a particular position on the Board of Directors, and opinions regarding the internal operations of the ASUW. In the past, strong platforms have included tangible goals or changes for the association. The following word limits are enforced for platforms in the Voter's Guide:

- » Presidential Candidates - 400 words
- » Vice Presidential Candidates - 300 words
- » Board of Directors Candidates - 200 words
- » Ballot Measures and Initiatives - 250 words

Platforms that exceed the limits noted above will be cut in length at the EAC Chair's discretion.

Platform Format

Your platform must be submitted on paper with your application packet. It should be typed, double spaced, and on a single 8.5 by 11-inch sheet of white paper. Clearly indicate your first and last name and office for which you are running.

In addition, you must submit your platform via email to cmcoop@uw.edu as the body of your email. Do not send as an attachment. Clearly indicate your first and last name and office for which you are running. Platforms must be emailed by 5:00 PM on Friday, April 26th, 2013.

Optional Platform Items

One 2 by 2.5 inch black and white headshot photograph may be included. Only digital headshot photos may be submitted. It must be black and white, set at 300 dpi, and emailed as a jpg file to cmcoop@uw.edu. Digital photos that do not meet these requirements will not be used.

EAC INFORMATION TABLE LOCATIONS

The 2013 ASUW Elections will be held online and available through MyUW. ASUW Elections online voting will begin at 12:01 AM on Monday, May 13th and will end at 11:45 PM on Wednesday, May 15th. The Elections Policies and Procedures allow for information tables to be established by the EAC facilitating voters in participating in the online voting process. Candidates may not campaign within 100 feet of these information tables.

The following 2013 EAC information tables are scheduled to be open the three days of the ASUW Elections:

- » Red Square (9 AM - 4 PM)
- » The Quad (9 AM - 4 PM)
- » The Husky Union Building (9 AM - 4 PM)
- » 17th and 45th (9 AM - 4 PM)
- » The 8 in McMahon Hall (4 PM - 7 PM)
- » 1101 in Terry Hall (4 PM - 7 PM)
- » The IMA (4 PM - 7PM)
- » Ethnic Cultural Center (4 PM - 7 PM)



2013 ELECTIONS ENDORSEMENT FORM

The endorsement process is now available online at vote.asuw.org. *Online method strongly recommended and preferred.*

Directions: Both the candidate/ballot measure and 3 out of the 5 registered officers from the RSO must sign the form for the endorsement to be valid. A separate form must be filled out for each candidate or ballot measure. For more information on the endorsement process, see *Elections Policies and Procedures, Title VI*.

CANDIDATE OR BALLOT MEASURE INFORMATION

Candidate/Ballot Measure Name: _____

Candidate for the office of: _____

Candidate/Ballot Measure Signature: _____

ENDORSEMENT INFORMATION

RSO Name: _____

Endorsers Names and Positions *(please print)*:

_____	_____
_____	_____
_____	_____

SIGNATURES

Endorsers Signatures: (*3/5 Registered Officers) _____

Today's Date: (MM/DD/YYYY) _____

Please Return To:
Student Activities Office - HUB 232
Maxine Sugarman, Elections Administration Committee Chair
Phone: (206) 543-1780
E-mail: asuwvote@uw.edu

Due by 5:00 PM on Monday, April 29, 2013.



FINAL FINANCIAL DISCLOSURE FORM

BASIC INFORMATION

Candidate/Ballot Measure Name: _____
 Phone: _____
 Email: _____
 Ticket Name: _____

A. DONATED GOODS AND SERVICES:

The value of donated goods/services counts toward the total value of expenditures. Documentation of donations should be in the form of a receipt or declaration letter from the lender. For definition of donated goods/services, see Elections Policies and Procedures, Title IX.

<i>Contributors (Source)</i>	<i>Good or Service Contributed</i>	<i>Estimated Fair Market Value</i>
TOTAL OF A=		

B. EXPENDITURES TO DATE:

Attach copies of all receipts for expenditures already incurred. Do not include items from A.

<i>Item</i>	<i>Cost</i>
TOTAL OF B=	

TOTAL EXPENDITURES (A+B)=

You are required to submit this Final Financial Disclosure Form to the Student Activities Office by 12:01 PM on Thursday, May 16, 2013, together with all receipts and documentation for donations and expenses. Failure to do so may result in fines and/or disqualification. The information in this form will be posted outside the Student Activities Office.

I agree that the above information is correct to the best of my knowledge. I understand that any intentional falsification of these records may result in my disqualification from the election.

Signature: _____ Date: _____



PRELIMINARY FINANCIAL DISCLOSURE FORM

BASIC INFORMATION

Candidate/Ballot Measure Name: _____
 Phone: _____
 Email: _____
 Ticket Name: _____

A. DONATED GOODS AND SERVICES:

The value of donated goods/services counts toward the total value of expenditures. Documentation of donations should be in the form of a receipt or declaration letter from the lender. For definition of donated goods/services, see Elections Policies and Procedures, Title IX.

<i>Contributors (Source)</i>	<i>Good or Service Contributed</i>	<i>Estimated Fair Market Value</i>
TOTAL OF A=		

B. EXPENDITURES TO DATE:

Attach copies of all receipts for expenditures already incurred. Do not include items from A.

<i>Item</i>	<i>Cost</i>
TOTAL OF B=	

C. ANTICIPATED EXPENDITURES:

Include any expenses you have not incurred, but plan to make prior to or during the election.

<i>Item</i>	<i>Estimated Cost</i>
TOTAL OF C=	
TOTAL EXPENDITURES (A+B+C)=	

The total value of expenditures will appear in the Voter's Guide as your total expenditures for the campaign. You are required to submit a Final Financial Disclosure Form by 12:01 PM on Thursday, May 16, 2013, including any changes from above and all receipts to A and C. Failure to submit any of these forms by the due date may result in fines and/or disqualification.

I agree that the above information is correct to the best of my knowledge. I understand that any intentional falsification of these records may result in my disqualification from the election.

Signature: _____ Date: _____



CANDIDATE FILING FORM FOR ASUW OFFICE IN THE 2013 ELECTIONS

—FILING MUST BE DONE BY CANDIDATE ONLY—

BASIC INFORMATION

Candidate for the office of: _____

Name (as it appears on record in the Registrar's Office): _____

Name (as you would like it to appear in the Voter's Guide): _____

Ticket (optional - this will appear in the Voter's Guide under your name): _____

Local Address: _____

Phone: (____) _____ - _____ Email: _____

Student ID: _____ Date of Entrance to UW: _____ Cumulative GPA: _____

Class Level: _____ Major(s): _____

QUALIFICATIONS

List **ONLY 3** qualifications, with relevant dates, for inclusion in the Voter's Guide. This might include previous experience, offices held, committees served on, etc. If more than 3 are listed, only the first 3 will be printed.

- 1) _____
- 2) _____
- 3) _____

Other Qualifications (include offices held and awards received. Please attach separate sheet if necessary):

CAMPAIGN MANAGER

Campaign Manager Name: _____

Email: _____ Phone: (____) _____ - _____

**The EAC will include the contact listed above in any emails regarding your campaign and upcoming election events.*

CONSENT

- I have read the information contained in the candidate's packet and understand my responsibilities as a candidate for ASUW office.
- I meet the eligibility requirements and understand that this eligibility must be maintained throughout my term of office if elected.
- If elected, I authorize release of personal information, limited to my phone number and email address, to the press.

Signature

Date

The following documents are also required to file for office - (1) Filing Form; (2) Preliminary Financial Disclosure Form; (3) Copy of your most recent Unofficial Transcript; (4) Copy of your 2013 Spring Quarter Class Schedule; (5) Platform Statement [via email and hardcopy]; (6) Optional Black and White Photo, 300 dpi jpg file [via email]

