

2016 ASUW ELECTIONS CANDIDATE'S PACKET

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,

Welcome to the ASUW Elections process! Each year, ASUW Elections transform the campus as well as the students who choose to devote their time to the process. The journey that you are about to embark on will be a challenging but rewarding experience. With the obstacles and accomplishments on the road ahead, I want to wish you the best of luck throughout the campaigning process. Together, our efforts to invigorate the UW campus will highlight the wonders of the ASUW.

The Elections Administration Committee has been hard at work create exciting programs and forums for campus. Our goals include the promotion of candidates as well as the dissemination of information to educate voters and further increase voter turnout. The campaigning period will be chock-full of debate forums, tabling, and interesting networking opportunities to garner as many votes as possible. Throughout the campaigning period the EAC will serve as a resource for all candidates and volunteers, as well as the student body. I encourage you to get to know our committee, as we will be working closely together throughout this adventure. Remember that the EAC is an ASUW entity that strives to educate all students about the elections process through facilitation of programming. Therefore, it is important for the EAC to remain completely neutral.

The Elections Policies and Procedures (EPP) had only minor changes this year. The specific changes are outlined on page 7: EPP Changes. The entirety of the EPP can be found on page 8. Please ensure that you read the entirety of this document, as you will be regulated on its content and provisions.

The elections process is a truly remarkable experience influenced by your choices and actions. As you campaign and connect with the student body, enjoy these experiences that will help you grow as a leader, both on and off campus. I look forward to sharing this experience with you.

Best of Luck!

Nicole Williamson
Elections Administration Committee Chair
Associated Students of the University of Washington
asuwwote@uw.edu

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.

2016 COMMITTEE MEMBERS

- Nicole Williamson – EAC Chair
- Julia Pham – Volunteer & Outreach Intern
- Madi Pappas – Election Day Operations Intern
- Tiffanie Matthews – Marketing Intern
- Austin French – Programming Chair
- Ryan Washburne
- Eric Liao
- Sara Rifquah
- Sachi Verma
- Jasmair Bains
- Hannah Yoon
- Navid Azodi
- Hannah Dudsic
- Baohan Le
- Jenny Chung
- Hannah Choi
- Eugene Oh
- Francesca Petrizzo
- Max Landa
- Hashnu Dasgupta
- Chloe Stevens
- Lauren Mittman
- Dee Cheng
- Noe Merfeld – Director of Policies and Procedures
- Christina Coop – SAO Advisor

2016 ELECTIONS CALENDAR OF EVENTS

| DATE | TIME | LOCATION | TASK |
|--------------------------|--------------------|--------------------|--|
| Friday, April 15 | 12:01 AM | HUB 232 | Campaigning begins |
| | | | Endorsements may be sought |
| | 5:00 PM | HUB 232 | Candidate Filing Deadline |
| | 6:00 PM | HUB 332 | Candidate Ethics Seminar |
| Friday, April 22 | 5:00 PM | | Candidate Eligibility certified by EAC |
| Tuesday, April 26 | 5:00 PM | TBD | ASUW Student Senate Forum |
| Friday, April 29 | 5:00 PM | HUB 332 | Endorsements Due |
| Tuesday, May 3 | 6:00 AM | | Lawn Signs may be used |
| Wednesday, May 4 | 7:00 PM | HUB Street | Presidential Debate |
| Thursday, May 5 | 5:00 PM | HUB 232 | Deadline to withdraw from candidacy |
| Monday, May 9 | Begins at 12:01 AM | vote.asuw.org | ASUW Elections - Day 1 |
| | 11:00 AM | Red Square | ASUW Elections Voter Kickoff Fair |
| Tuesday, May 10 | | vote.asuw.org | ASUW Elections - Day 2 |
| Wednesday, May 11 | Ends at 11:45 PM | vote.asuw.org | ASUW Elections - Day 3 |
| Thursday, May 12 | 12:01 PM | HUB 232 | Final Financial Disclosure Form Due |
| | 6:00 PM | HUB Street | Election Results Announced |
| Thursday, May 12 | 8:00 AM | | Removal of Campaign Materials |
| Friday, May 13 | 5:00 PM | HUB 232 | Election Complaints Due |
| Wednesday, May 18 | 6:00 PM – 10:00 PM | HUB 332 | Judicial Complaint Hearing |
| TBD | TBD | TBD | New BOD Mandatory Meeting |
| Monday, June 20 | | | Incoming Board Takes Office |
| Friday, August 19 | | HUB Cashier Office | Community service and fines paid |

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.

1. I will conduct my campaign, discuss the issues, and present the record with sincerity and candor.
2. I will not appeal to, and will condemn appeals to prejudices based on race, creed, sex, national origin, sexual orientation, age, veteran status, or disability.
3. I will uphold the right of every qualified voter to free and equal participation in the election process. I will not take part in, and will condemn those practices that tend to corrupt or undermine the system of free election or prevent the expression of the voters. This includes any manipulation of electronic technology that undermines voters' free and equal participation.
4. I will promptly and publicly repudiate the support of any individual or group, which resorts, on behalf of my candidacy or in opposition thereof, to methods in violation of the letter and spirit of this Statement.
5. I will not participate in, and I will condemn, personal vilification, defamation, and other attacks on any opposing candidate, ticket, party, or ballot measure advocate.
6. I will not use or authorize, and I will condemn, materials relating to my campaign which falsify, misrepresent, or distort the facts, including, but not limited to, malicious or unfounded accusations tending to create or exploit doubts as to the morality or motivations of any candidate, ticket, party, or ballot measure advocate.
7. I will not use a position in a Registered Student Organization (RSO) in which I am involved to unfairly seek votes, endorsements, or affiliates.
8. I will 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 will refrain from any misuse of the ASUW Constitution and ASUW Bylaws to gain political advantage for myself or any other candidate.
10. I will not exploit or cause the intoxication of any individual to gain political advantage.
11. I will insist that my affiliates adhere to the Fair Campaign Statement when campaigning on my behalf.

2016 EPP Changes

Each year the EAC Chair and the Director of Internal Policy review the Elections Policies and Procedures (EPP) and submit revisions to the ASUW Board of Directors. The Board of Directors has final approval of the changes to the EPP. Traditionally, these recommendations would be subsection items for change or changes to a specific regulation. Past changes included the lowering of campaign spending limits to make ASUW Elections more accessible to students, and the shortening of the campaigning period to three weeks to relieve stress on students.

For the 2015-2016 year, the EAC Chair and Director of Internal Policy submitted only a slightly revised EPP to the Board of Directors because the year prior had made very large changes. The majority of changes for 2016 involved editing language around violations and making things more clear.

Changes:

- Violations are either specifically deemed severe or may either be minor or major depending on if the issue is unintentional, fixed within 24 hours of receiving notice from the EAC, and the violation occurs less than four times
- Campaign Start Date, Candidate Filing Deadline, Ethics Seminar, and the Preliminary Financial Disclosure Form are all on April 15, 2016
- Endorsements deadline was pushed back to allow for more time to seek endorsements. The new deadline is April 29, 2016
- The amount that candidates can spend on their campaign has been divided by what they get donated/gifted and what they personally spend
 - The caps for donations/gifts are:
 - With a ticket
 - \$300 – President
 - \$250 – Vice-President
 - \$200 – Six additional candidates
 - Without a ticket
 - \$350 – President
 - \$285 – Vice-President
 - \$230 – Six additional candidates
 - The caps for personal spending are:
 - With a ticket
 - \$300 – President
 - \$250 – Vice-President
 - \$200 – Six additional candidates
 - Without a ticket
 - \$350 – President
 - \$285 – Vice-President
 - \$230 – Six additional candidates
- Ballot measure advocates can spend up to \$230 to advertise their measure and receive a maximum of \$230 of additional funds via donations/gifts

2016 ELECTIONS POLICIES AND PROCEDURES

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON

The following is adopted as the Elections Policies and Procedures to be used in the 2016 ASUW General Election, and future elections until a new EPP is approved. It is the responsibility of candidates and their affiliates, ballot measure advocates and their affiliates, and agencies of the ASUW to comply with this document. Failure to comply may result in penalties assessed in accordance with these policies and the ASUW Bylaws. The provisions of this document apply both on-campus and off-campus. This EPP is adopted pursuant to the ASUW Bylaws, and such Bylaws supersede in the case of any discrepancy.

Section I: Definitions and Dates

- I. Except as otherwise provided in this document, the following terms and their variant forms mean the following when used in this document:
 - i. “Affiliate” means any individual or group, when such individual or group acts in concert or cooperation with, or at the request or suggestion of, a candidate, a candidate's agents, a candidate's other affiliates, a ballot measure advocate, a ballot measure advocate’s agents, or a ballot measure advocate’s other affiliates. Campaign volunteers are an example of affiliates.
 - ii. “Ballot measure advocate” means a person who advocates for or against the passage of a ballot measure and agrees to comply with this EPP.
 - iii. “Board” means the ASUW Board of Directors.
 - iv. “Candidate” means any person who has filed for candidacy in accordance with Section III of this EPP, and applies to such person retroactively.
 - v. “EAC” means the Election Administration Committee created by the ASUW Constitution.
 - vi. “EPP” means this Elections Policies and Procedures document.
 - vii. “HUB” means the Student Union Building.
 - viii. “SAO” means the Student Activities Office within the University’s Division of Student Life.
2. The following dates and deadlines apply where explicitly referenced in this document:
 - i. Ballot Measure Filing Deadline: March 28, 2016 at 5:00 p.m.
 - ii. Campaign Start Date: April 15, 2016 at 12:01 a.m.
 - iii. Candidacy Filing Deadline: April 15, 2016 at 5:00 p.m.
 - iv. Ethics Seminar: April 15, 2016 at 6:00 p.m.
 - v. Certification Deadline: April 22, 2016 at 5:00 p.m.
 - vi. Endorsement Filing Deadline: April 29, 2016 at 5:00 p.m.
 - vii. Publication Filing Deadline: April 29, 2016 at 5:00 p.m.
 - viii. Lawn Sign Start Date: May 3, 2016 at 6:00 a.m.
 - ix. Poll Open Date: May 9, 2016 at 12:01 a.m.
 - x. Poll Close Date: May 11, 2016 at 11:45 p.m.
 - xi. Final Disclosure Deadline: May 12, 2016 at 12:01 p.m.
 - xii. Lawn Sign Removal Deadline: May 12, 2016 at 8:00 a.m.
 - xiii. Write-In Filing Deadline: May 13, 2016 at 12:01 p.m.

- xiv. Complaint Deadline: May 13, 2016 at 5:00 p.m.
- xv. Complaint Hearing Date: May 18, 2016
- xvi. Judgment Satisfaction Deadline: August 19, 2016

Section 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.

1. I will conduct my campaign, discuss the issues, and present the record with sincerity and candor.
2. I will not appeal to, and will condemn appeals to prejudices based on race, creed, sex, national origin, sexual orientation, age, veteran status, or disability.
3. I will uphold the right of every qualified voter to free and equal participation in the election process. I will not take part in, and will condemn those practices that tend to corrupt or undermine the system of free election or prevent the expression of the voters. This includes any manipulation of electronic technology that undermines voters' free and equal participation.
4. I will promptly and publicly repudiate the support of any individual or group, which resorts, on behalf of my candidacy or in opposition thereof, to methods in violation of the letter and spirit of this Statement.
5. I will not participate in, and I will condemn, personal vilification, defamation, and other attacks on any opposing candidate, ticket, party, or ballot measure advocate.
6. I will not use or authorize, and I will condemn, materials relating to my campaign which falsify, misrepresent, or distort the facts, including, but not limited to, malicious or unfounded accusations tending to create or exploit doubts as to the morality or motivations of any candidate, ticket, party, or ballot measure advocate.
7. I will not use a position in a Registered Student Organization (RSO) in which I am involved to unfairly seek votes, endorsements, or affiliates.
8. I will 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 will refrain from any misuse of the ASUW Constitution and ASUW Bylaws to gain political advantage for myself or any other candidate.
10. I will not exploit or cause the intoxication of any individual to gain political advantage.
11. I will insist that my affiliates adhere to the Fair Campaign Statement when campaigning on my behalf.

Section III: Candidacy

1. To file, the candidate must submit the following to the SAO office by the Candidacy Filing Deadline:

- a. An official filing form, provided by the EAC and signed by the candidate without amendment. The form provided must contain the following essential elements:
 - i. An indication that the candidate intend to seek election to a specific office.
 - ii. A declaration that the candidate believes the candidate to be eligible for election to the indicated office in accordance with the ASUW Bylaws, and believes this eligibility will be maintained throughout the election cycle.
 - iii. For any candidate wishing to associate with a ticket, an indication of such desire and identification of the ticket name or brand.
 - iv. Optionally, the name of an Association member who will serve as campaign manager for the candidate.
 - v. An agreement to comply with this EPP and pay any penalties duly assessed to the candidate under the provisions of this EPP.
 - b. A completed preliminary financial disclosure form.
 - c. A copy of the candidate's current Spring Quarter class schedule.
 - d. A copy of the candidate's most recent unofficial transcript, with the candidate's cumulative grade point average (GPA) indicated.
2. Candidate transcripts submitted under this Section are prohibited from being released to the public.
 3. The EAC, in cooperation with SAO, shall verify the eligibility of candidates. If eligible, each candidate shall be certified by the EAC no later than the Certification Deadline.
 4. At the time of the certification, the EAC 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 the HUB.
 5. All candidates must attend, or send their campaign manager to attend on their behalf, the EAC ethics seminar and duly scheduled EAC candidate forums.
 6. No candidate may file for more than one office in any one election, nor may any candidate simultaneously serve as a campaign manager for another candidate.
 7. Additional space must be provided on the ballot for each office in which any voter may write-in a name not printed on the ballot. If a write-in candidate prevails in the election, the candidate has until the Write-In Filing Deadline to retroactively file for candidacy in the manner described by this Section. Upon filing, the write-in candidate becomes subject to this EPP as though a candidate filing normally. The EAC shall proceed to verify the write-in candidate's eligibility. Write-in candidates who fail to file for candidacy or are determined to be ineligible are disqualified from prevailing in the election.

Section IV: Tickets

- I. A "ticket" consists of individuals that share marketing materials, strategies, branding, or funds; or identify together on the candidacy filing form. A ticket is presumed to exist when two or more candidates, or their affiliates:
 - a. Act in concert or cooperation for the purpose of campaigning; or
 - b. Identify with a common or substantially common word, term, name, symbol, or device, or any combination thereof; or

- c. Are voluntarily and clearly identified together in any single and discreet campaigning communication.
2. Candidates may choose to associate on up to one ticket, but are not required to.
3. Unless otherwise provided in specific provisions of this EPP, candidates choosing to associate on a ticket will be treated as though a candidate not associated with a ticket for the purposes of this EPP.
4. Tickets consist only of candidates and candidates' affiliates, and do not include ballot measure advocates or ballot measure advocates' affiliates.

Section V: Endorsements

1. "Endorsement" means an action or statement by an individual or group that publicly supports a candidate or ballot measure, including signing an official endorsement form.
2. Candidates and ballot measure advocates must not seek endorsements prior to the Campaign Start Date.
3. Candidates and ballot measure advocates must not imply endorsement by a person or group without the consent of that person or group. In any complaint alleging a violation of this subsection, it is assumed that consent did not exist, unless an official endorsement form was filed.
4. Endorsements by Registered Student Organizations (RSOs) must include either the signatures of at least three of the current officers registered with the SAO at the time the document is submitted or a NetID protected survey by the RSO NetID. The EAC shall encourage at least one representative from every RSO considering an endorsement to attend an event including all candidates and ballot measure advocates, held before the endorsement deadline.
5. No endorsement may be listed in ASUW publications unless it has been officially filed with the EAC in the form prescribed by the EAC.
6. No ASUW employee, volunteer, appointee, entity, or committee may make endorsements in official capacity; and no ASUW equipment or supplies, including employment time or office hours, phones, office machines, office space, and email accounts, may be used for campaign purposes, except as authorized by the EAC. Any candidate or ballot measure advocate receiving an endorsement from an ASUW employee, volunteer, or appointee in personal capacity must, when campaigning with such endorsement, clearly state that such endorsement is in the individual's personal capacity only.
7. All endorsements that appear in the official Voter's Guide must be received by SAO by the Publication Filing Deadline. The Voter's Guide must provide space for no more than fifteen and no fewer than five endorsements per candidate or ballot measure, as determined by the EAC. Those endorsements selected by the candidate, or randomly chosen by the EAC if no selections are made, will be printed, and will be printed in alphabetical order unless otherwise directed by the candidate or ballot measure advocate. All endorsements will be listed on the ASUW Elections website.
8. Proposed statements in favor of and against ballot measures, no more than 150 words in length, may be emailed to the EAC Chair before the Publication Filing Deadline, together with an agreement by the submitter to comply with this EPP when acting as a ballot measure advocate. The EAC shall choose no more than two statements in favor

of and two statements against each ballot measure, which will be printed in the Voter's Guide.

Section VI: Campaigning

1. Campaigning must not begin before the Campaign Start Date.
2. Campaigning includes, but is not limited to, the following activities, when such activities are undertaken by a candidate, a candidate's affiliates, a ballot measure advocate, or a ballot measure advocate's affiliates:
 - a. Distributing flyers or other printed materials to promote or degrade a ballot measure, ticket or candidate.
 - b. Addressing crowds to promote or degrade a ballot measure, ticket or candidate.
 - c. Promoting or degrading a ballot measure, ticket, or candidate with the intent of obtaining an endorsement.
 - d. Placing signs, sandwich boards, and/or lawn signs with the intent to promote or degrade a ballot measure, ticket, or candidate.
 - e. Use of electronic media to publicly promote or degrade a ballot measure, ticket, or candidate.
 - f. Any other public activity intended to promote or degrade a ballot measure, ticket, or candidate.
3. Campaigning does not include:
 - a. The act of wearing personal campaign apparel, such as t-shirts, buttons, or pins; or
 - b. The private organization, planning, and development of a campaign, including the recruitment of affiliates, planning of strategies, and production of campaign materials.
4. No candidate, candidate's affiliate, ballot measure advocate, or ballot measure advocate's affiliate may, in the course of campaigning:
 - a. Campaign in the ASUW or GPSS offices, in HUB Services, or on bulletin boards maintained by the HUB;
 - b. Campaign at any event or meeting that is conducted, funded, or sponsored by the ASUW, excepting election forums;
 - c. Collect donations for ASUW, unless such donations are collected for the benefit of the Husky Pride Fund and sufficient proof of deposit is provided to the SAO by the Final Disclosure Deadline;
 - d. Violate the Facility Services Policy, the Residence Hall Solicitation Policy, or any UW IT policies, including the improper posting of campaign signage;
 - e. Post lawn signs or sandwich boards on the University campus before the Lawn Sign Start Date; fail to remove such signs by the Lawn Sign Removal Deadline; or post a lawn sign exceeding 16 square feet;
 - f. Use electronic media to interfere with the neutrality of the ballot, such as by failing to cause links to the ballot to appear in a new browser window with the full width and height of the screen;
 - g. Remove or deface any lawfully placed political advertising without authorization;
 - h. Interfere with the academic instruction and mission of the University; including, campaigning in University buildings without the permission of the building

- supervisor, or campaigning in a classroom without the permission of the instructor; or
 - i. Violate any applicable law, whether federal, state, or local is a severe violation.
5. The EAC shall sponsor one candidate and ballot measure forum at the ASUW Student Senate, and as many public forums as the EAC determines are necessary. The EAC may co-sponsor events and forums held by a Registered Student Organization (RSO), provided:
- a. The RSO actively encourages attendance at the event;
 - b. The event has a broad base of appeal to the campus community;
 - c. The RSO commits to treat all candidates and ballot measures equally;
 - d. The RSO defers to the EAC with regard to the formatting of the event; and
 - e. The event complies with any other criteria which the EAC determines are necessary.

Section VII: Polls

1. Polling will be conducted by online voting. The EAC shall host an online poll at a web address of their designation. Polls will be open from the Poll Open Date to the Poll Close Date.
2. Elections for positions on the Board are conducted through a system of Instant Runoff Voting (IRV), as provided in the ASUW Bylaws. The first candidate for a position to receive over fifty percent of the vote will be elected to the position. Voters may rank as many or as few candidates as they choose.
3. The EAC shall operate information booths, selecting locations based on the following factors:
 - a. Accessibility to large numbers of students; and
 - b. Location relative to other information booths.
4. The EAC shall establish polling places at the same locations as the information booths, provided that it has the resources to do so.
5. All information booths must be equipped with measuring tape.
6. The online voting system and information booth operating hours and locations must be well-advertised by the EAC on-campus prior to and on the days of voting. At a minimum, well-advertised means at least three ads, at least quarter-page size, in a section of The Daily other than the classified section, appearing on separate days within one week of the election.
7. In the event of a technical issue with the online voting system, the Board may postpone the election until such a time that the online voting system is operational, or may provide for voting by paper ballot.
8. No candidate, candidate's affiliate, ballot measure advocate, or ballot measure advocate's affiliate may:
 - a. Campaign within 100 feet of any EAC balloting area, including information booths and polling places, on any election day;
 - b. Provide or operate any voting station, computer, or other device with intent that such device be used to mark or submit ballots, accepting the personal ballot of the device provider or operator;
 - c. Intentionally deceive any voter in recording that voter's vote by providing

- incorrect or misleading information or by providing faulty election equipment is a severe violation;
- d. Intentionally view any voter's marked ballot or make any mark on a voter's ballot, unless authorized by that voter;
 - e. Tamper or alter any official election material or ballot without authorization is a severe violation;
 - f. Fail to properly submit a campaign platform for publication in The Daily;
 - g. Make unauthorized additions or deletions to The Daily or any other University of Washington publication with the intent of promoting or degrading any candidate; or
 - h. Use any menace, force, threat or unlawful means to hinder or deter any voter from voting, or to obtain a vote for or against any candidate or ballot measure is a severe violation.
 - i. Directly or indirectly offer any bribe, reward, or anything of value to a voter in exchange for the voter not voting, or in exchange for the voter's vote for or against any candidate or ballot measure is a severe violation.

Section VIII: Campaign Finance

1. Each candidate and ballot measure advocate must file an up-to-date and accurate statement of all campaign expenditures and gifts in kind on or before the date due. Candidates associated with a ticket may file joint financial disclosure forms for campaign expenditures and gifts in kind, but each candidate must personally sign the disclosure and be jointly and severally liable for the content.
2. Gifts in kind are defined as a product or service provided by a sponsor in lieu of cash, not including cash contributions to a ballot measure advocate or candidate.
3. Campaign expenditures are defined as goods paid for by candidates or candidate's affiliates, including cash contributions to a ballot measure advocate or candidate by a sponsor.
4. For ballot measure advocates, candidates associated with a ticket, and candidates not associated with a ticket, campaign expenditures and gifts in kind encompass the total amount expended in the course of campaigning by the ballot measure advocate, candidate or ticket and their affiliates. Campaigning consists of the activities enumerated in Section VI, except that the exceptions in subsection 3 of Section VI do not apply.
5. Candidates may promote or degrade ballot measures as part of their campaign, but any expenditure for such purpose is a campaign expenditure of the candidate.
6. Gifts in kind do not constitute a campaign expenditure as though purchased by a candidate or ballot measure advocate but must be accounted for by attaching receipts to the final financial disclosure form pursuant to such standards as the EAC may develop. However, the following do not constitute gifts in kind:
 - a. The value of services provided without compensation by any individual who volunteers on behalf of a candidate or ballot measure advocate.
 - b. Donations or discounts given equally to every candidate and ballot measure advocate.
 - c. Items used only passively in campaigning, such as chairs, tables, and canopies.
7. Candidates and ballot measure advocates must submit a preliminary financial disclosure

form to SAO by the Candidacy Filing Deadline, and a final financial disclosure form to SAO by the Final Disclosure Deadline. Submitted forms must be posted outside the SAO office no later than twenty-four hours after their respective submission deadlines.

8. No ballot measure advocate may have campaign expenditures in excess of \$230.
9. No ballot measure advocate may have gifts in kind donated in excess of \$230.
10. No candidate may have campaign expenditures in excess of the limits established by this subsection.
 - a. For candidates not associated with a ticket: \$350 for candidates for the office of President, \$285 for candidates for the office of Vice-President, and \$230 for candidates for any other position.
 - b. For candidates associated with a ticket, the sum of: \$300 if a candidate for the office of President is on the ticket, \$250 if a candidate for the office of Vice President is on the ticket, and \$200 for the first six additional candidates on the ticket.
11. No candidate may have gifts in kind donated in excess of the limits established by this subsection.
 - a. For candidates not associated with a ticket: \$350 for candidates for the office of President, \$285 for candidates for the office of Vice-President, and \$230 for candidates for any other position.
 - b. For candidates associated with a ticket, the sum of: \$300 if a candidate for the office of President is on the ticket, \$250 if a candidate for the office of Vice President is on the ticket, and \$200 for the first six additional candidates on the ticket.

Section IX: Violations

1. It is at the discretion of the Judicial Committee to determine if a single offense that continues to occur constitutes multiple offenses.
2. Violations are punished by a monetary fine or disqualification. Disqualification includes both disqualification from ballot placement and disqualification from prevailing in the election. No disqualification may extend beyond the election cycle with respect to which the violation occurred. In the case of ballot measures, the ballot measure itself may be disqualified from ballot placement and disqualified from passing as punishment for violations by a ballot measure advocate.
3. Classification of Violations
 - a. Each violation deemed “minor” has a mandatory penalty of a fine not exceeding \$75. In order to be minor the violation must have been unintentional and corrected within twenty-four hours of receiving written notice from the EAC, and the provision violated must have been violated less than four times.
 - b. Each violation of a provision marked as “severe” in this EPP has a mandatory penalty of a monetary fine not less than \$75 and default disqualification, unless the Judicial Committee determines that extenuating or mitigating circumstances reduce the actual severity of the violation.
 - c. All violations not punished as minor or severe violations are major violations, and have a mandatory penalty of a monetary fine not less than \$75. Major violations may also result in disqualification, at the discretion of the Judicial

Committee.

4. Any person assessed a fine has the ability to use community service to reduce or eliminate the fine so assessed, at a rate of \$10 per hour. Community service will be directed by the SAO, and must be completed by the Judgment Satisfaction Deadline to be eligible for fine reduction.
5. All fines must be paid to the HUB Cashier and a receipt verifying payment submitted to the SAO by the Judgment Satisfaction Deadline. Failure to pay fines by the deadline creates a debt payable to ASUW, for which ASUW may utilize registration holds and other collection methods. No person having unpaid and past due fines under this EPP may be employed by ASUW, whether in elected position or otherwise, unless that person enters into agreement with the ASUW to attach wages in repayment of the debt.
6. If a prevailing candidate is disqualified from prevailing in the election, a new prevailing candidate will be selected by running IRV again and excluding the disqualified candidate.
7. If a putative candidate fails to file for candidacy or submit financial disclosure forms by the deadlines provided in this EPP, the Judicial Committee may order that the candidate be disqualified.
8. Liability exists for even unintentional or unknowing violations, unless intent or knowledge is an essential element of the provision violated.
9. An attempt, conspiracy, or solicitation to commit a violation constitutes a violation.
10. In all instances, the actions of a candidate's affiliates constitutes action of the candidate and the actions of a ballot measure advocate's affiliates constitutes action of the ballot measure advocate.

Section X: Complaints

1. The filer of a complaint is designated the "complainant."
2. Complaints may allege a violation by one or more of: (1) the EAC, (2) an entity of the ASUW, (3) any candidate or group of candidates, or (4) any ballot measure advocate. Complaints against tickets must name each candidate individually. The alleged violator is the "respondent."
3. Complaints must be submitted in-person with the SAO office and verbally confirmed by the complainant with the appropriate SAO adviser before the Complaint Deadline. Upon such confirmation, the complaint is considered filed, and the date and time of such will be recorded by the SAO.
4. All complaints must be made in legible writing on forms adopted by the EAC, which will be provided by SAO. Any such form must include:
 - a. The identity of the complainant and respondents.
 - b. A citation to the specific rule alleged to be violated.
 - c. The alleged facts which constitute a violation of the cited rule, including the date, time, and place of the alleged violation, if applicable.
 - d. Contact information for any known witnesses of the facts alleged.
 - e. The complainant's signature.
 - f. Optionally, written or photographic evidence appended to the form or given by URL.
5. Complaints which fail to comply with the procedures of this Section may be dismissed

by the Judicial Committee at the time of the complaint's hearing, even if such dismissal is not requested by either party.

6. Complaints naming affiliates of a candidate, group of candidates, or ballot measure advocate may be submitted, but must be amended to name specific candidates or ballot measure advocates before being considered officially filed. The EAC may make such amendments with consent of the complainant.

Section XI: Complaint Procedure

1. All parties to a complaint are entitled to due process in the adjudication of the complaint.
2. By the third business day after polls close, the EAC shall post copies of all validly filed complaints on the designated SAO bulletin board. This posting is intended to constitute notice by publication to all respondents.
3. Respondents are entitled to request and receive the following information from SAO:
 - a. A copy of the filed complaint.
 - b. The time, date, place, and agenda for the hearing on the complaint.
 - c. The rules by which the hearing will be conducted.
4. The legal and factual allegations contained in each complaint will be adjudicated by the Judicial Committee on the Complaint Hearing Date, which must hold an in-person public hearing on each complaint.
5. Failure of either the complainant or respondent to appear does not require default judgment or dismissal, and in such case the Committee may consider the complaint using tangible evidence filed by the absent party prior to the hearing, or may allow another person to intervene on behalf of the absent party.
6. Hearings may be postponed by the Judicial Committee for good cause, and the complainant or respondent in any hearing may move such by written petition directed to the Committee. Any order of postponement must be promptly posted on the designated SAO bulletin board.
7. All public hearings under this Section must commence within seven business days after the election. After receiving evidence and arguments, the Committee will deliberate on each case in executive session.
8. The Committee shall resolve each complaint by determining whether the evidence has shown that it is more likely than not that the respondent committed the violation alleged. If the Committee finds the violation was committed, it shall enter an appropriate judgment, including a penalty, on its records. If the Committee finds otherwise, it shall enter an order dismissing the complaint.
9. Each party may call and examine such witnesses as the Judicial Committee determines are necessary to the resolution of disputed facts. All such examinations are subject to cross-examination. Members of the committee may examine witnesses, subject to cross-examination.
10. The EAC Chair, or designee, may testify on behalf of absent EAC members.
11. The hearing for each complaint will proceed as follows, unless otherwise ordered by the Committee:
 - a. The Chair will introduce the members of the Committee, and read the complaint aloud.
 - b. The parties will introduce themselves to the Committee.

- c. The Chair will solicit the parties for any procedural questions, and the Committee will respond as appropriate.
 - d. The complainant may make an opening statement, followed by the respondent. The respondent may reserve this opportunity until later in the hearing.
 - e. The complainant may call witnesses, to be examined in the manner described above.
 - f. If reserved, the respondent may make an opening statement.
 - g. The respondent may call witnesses, to be examined in the manner described above.
 - h. The complainant may make a closing statement, followed by the respondent. The complainant may then make a statement in rebuttal.
12. If the procedures described in this EPP are not complied with, and such lack of compliance works substantial injustice to any party, the Board may vacate and remand affected judgments by majority vote, but no such order may issue later than two weeks after the Board has ratified a judgment.
13. Judgments
- a. Each judgment must be based solely on facts presented at the public hearing.
 - b. Judgments and dismissals from the Judicial Committee for each complaint must be submitted to the Board for consideration within one week of the beginning of the complaint's public hearing, unless the ASUW President grants an extension, which must not be longer than one month.
 - c. Each judgment and dismissal will be presented individually at a meeting of the Board by a designee from the Committee. After each presentation, the complainant and respondent may each make a statement requesting action by the Board on the judgment or dismissal.
 - d. On each judgment or dismissal, the Board may ratify or refer the matter to the Board Committee on Elections Appeals, which is hereby created. The membership of the Committee on Elections Appeals is identical to the membership of the Board, except that members of the Board that were candidates, candidates' affiliates, ballot measure advocates, or ballot measure advocates' affiliates in the election are members without vote. The Committee may, by the approval of three-fourths of its voting membership, order that a judgment or dismissal be vacated, vacated and remanded, or ratified with a reduction in punishment. Failure of the Board or the Committee to take final action within one week of the meeting in which the judgment or dismissal is first presented to the Board constitutes ratification in full, which the Board hereby authorizes in advance.
 - e. Upon ratification, the judgment or dismissal becomes final and any penalties contained are imposed.
14. Enforcement of Judgments
- a. At least fourteen days before the Judgment Satisfaction Deadline, 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.
 - b. By the fourth meeting of the subsequent year, the Secretary of Judgments of the Judicial Committee shall meet with a SAO advisor to ensure that the penalties assessed from the previous election were paid.

Section XII: Withdrawal From Candidacy

1. In order to withdraw from candidacy, candidates must submit a written and signed statement in-person, or provide a signed, notarized statement indicating such a desire to the EAC at least two business days prior to the first day of voting.
2. The EAC Chair shall notify the SAO advisor so that the name is removed from the ballot.
3. Candidates who withdraw must be taken off the online ballot, and have their names posted visibly at EAC information booths and polling places with an indication that they have withdrawn from the election.

Section XIII: Special Elections

1. The ASUW Constitution provides for various mechanisms by which a special election may be ordered. This Section applies with respect to such elections when ordered.
2. Voting for special elections lasts two days. Voting must begin at 12:01 a.m. of day one, and end at 11:45 p.m. of day two.
3. Special elections must be well-advertised. At a minimum, this requires at least two all-campus emails and two ads in The Daily outside of the classified section.
4. In general, the EAC has authority to establish the appearance and structure of special election ballots, and to prescribe the manner of voting.
5. The EAC must operate a minimum of two information booths, staffed for a minimum of four hours per day, on campus for each day of voting in the special election.
6. The EAC must hold a minimum of one public forum at least one week in advance of the first day of voting.
7. Special elections are regulated by the last EPP approved by the Board, to the extent that its provisions are applicable in the context of the special election.

Section XIV: Duties of the Election Administration Committee

1. The general administration, canvassing, and certification of each election is vested in the EAC. The EAC shall discharge these duties fairly and impartially, without attempt to benefit or harm any candidate or ballot measure.
2. The EAC shall keep all cast ballots, election results, and voter counts secured and secret until such time that the results of the election are certified, and shall require all poll workers to do the same.
3. The EAC shall certify and publicly announce the outcome of each election no later than twenty-four hours after polls close, unless the ASUW President approves a delay necessitated by exigent circumstances.
4. The EAC shall develop the ballot, but shall not place any question or content on the ballot that compromises the neutrality of the ballot or tends to give systematic benefit to any candidate or ballot question.
5. The EAC shall provide each potential candidate and ballot measure advocate with a Candidate's Packet, containing the following:
 - a. A complete calendar of elections, including mandatory meetings and deadlines;
 - b. The Residence Hall Solicitation Policy;
 - c. The University of Washington Facility Services Policy;

- d. The planned location of EAC information booths;
 - e. A copy of the official candidacy filing form;
 - f. A copy of the official preliminary and final financial disclosure forms;
 - g. An explanation of University IT policies on e-mail use; and
 - h. An explanation of state and federal phone solicitation policies.
6. The EAC may issue candidates or ballot measure advocates orders to cease and desist in any action which gives rise to a violation of this EPP, and failure to comply with such orders may be used as evidence of intent in any subsequent complaint under this EPP.

Listing and Classifying of Violations

Minor

- Has a mandatory penalty of a fine not exceeding \$75
- The violation must have been unintentional and corrected within twenty-four hours of receiving written notice from the EAC, and the provision violated must have been violated less than four times

Major

- All violations not punished as minor or severe violations are major violations, and have a mandatory penalty of a monetary fine not less than \$75
- May also result in disqualification, at the discretion of the Judicial Committee

Severe

- Violate any applicable law, whether federal, state, or local
- Intentionally deceive any voter in recording that voter's vote by providing incorrect or misleading information or by providing faulty election equipment
- Tamper or alter any official election material or ballot without authorization
- Use any menace, force, threat or unlawful means to hinder or deter any voter from voting, or obtain a vote for or against any candidate or ballot measure
- Directly or indirectly offer any bribe, reward, or anything of value to a voter in exchange for the voter not voting, or in exchange for the voter's vote for or against any candidate or ballot measure

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 Lander 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
- Hansee Hall: 206-685-1738
- Lander Hall: 206-543-0104
- Laurel Village: 206-685-2917
- McCarty Hall: 206-543-5134
- McMahan Hall: 206-543-2744
- Mercer Court: 206-685-1693
- Poplar Hall: 206-543-3903
- Stevens Court: 206-685-2540

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. Lawn signs are prohibited on the HUB lawn. 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 Thursday, May 12, 2016. 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>

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF
WASHINGTON
BYLAWS OF THE BOARD OF DIRECTORS**

**ARTICLE I
DUTIES OF 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, Section 1A.;
 - 2. Attend a minimum of one Student Senate meeting per calendar month, to be verified by the Student Senate Membership Coordinator, and the Personnel Director;
 - 3. 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 year and shall include a listing of goals for the Entity and a listing of liaison goals addressing concerns within the scope of their specific area. This agreement shall be turned in to the ASUW President and Vice President by the second week of Fall quarter. In addition, the following aspects of the liaisons shall be binding:
 - I. 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; and
 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, 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;
 2. Call meetings of the Board of Directors as needed and designate time and place of the meetings;
 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, Registered Student Organizations, 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 the 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 the University community, including ensuring that all written and electronic correspondence is responded to;
- K. Serve as an ex-officio member without vote on the Board of Regents, the Faculty Senate, and the Faculty Senate Executive Committee. The President may not appoint proxies for these positions;
- L. 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;
- M. Serve as a voting member of the Provost's Advisory Committee for Students. Present relevant items to the Student Senate at least one time each quarter.
- N. Handle major public relations efforts with national and local press in coordination with the Communications Director;
- O. Ensure the Board of Directors members, including the Vice President and at-large members, 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 thirty 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 by no later than the second week of each quarter;
- S. Complete a quarterly report and a quarterly evaluation of all Board of Directors members and submit them to the Director of Internal Policy and Personnel Director by the first week of the following quarter;
- T. Attend all regularly-scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the Vice President;
- U. Ensure that all acts of the Board of Directors are executed;

- V. Sit on the hiring committee for the Office of Government Relations Director for the term in which they will be President. Hiring within the Office of Government Relations shall not take place until after the ASUW elections;
- W. Serve as the ASUW representative to the Tri-Campus community, which is comprised of ASUW Bothell and Tacoma;
- X. Supervise the Director of the Office of Government Relations;
- Y. Train the President-elect following their election;
- Z. Serve as a member of the Student Senate;
- AA. Complete transition materials 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 Directors 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. Complete initiated projects as directed by the ASUW President;
- D. Meet on a weekly basis with the ASUW President to update them on the ongoings of the Association;
- E. Support the President as Chief of Staff of the Board of Directors
- F. Oversee strategic planning and goal setting. Coordinate with the Board of Directors to update the ASUW mission statement as necessary;
- G. Schedule one-on-one meetings with each individual Board member at least once per quarter;
- H. Chief Operating Officer of the Association;
- I. Perform all necessary oversight of the Association's enterprises;
- J. Work with the Experimental College and the Bike Shop to develop specific goals, strategies and benchmarks and monitor their performance under that plan on a regular basis. Approve any major changes in policy, procedure, or strategy undertaken by these enterprises, and report any such changes to the Board of Directors. 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;
- K. Maintain a Volunteer Policy for the ASUW in accordance with University and ASUW policies;
- L. Serve as a member of the Finance and Budget Committee;
- M. Serve as a member of the Personnel Committee;
- N. Act as a liaison between the Finance and Budget Committee and the Personnel Committee;
- O. Meet bi-weekly with the Personnel and Finance and Budget Directors to review and manage internal operations of the ASUW;
- P. Serve as a member of the HUB Board of Representatives;
- Q. Serve as the Board of Directors liaison to the Experimental College;
- R. Serve as the Board of Directors liaison to the Bike Shop;

- S. Serve as the Board of Directors liaison to the Student Food Cooperative;
- T. Serve as the Board of Directors liaison to the Office of Volunteer Opportunities, and oversee the volunteers and the process of leadership development;
- U. Serve as the Board of Directors liaison to UW Leaders;
- V. Serve as ex-officio member with vote on all ASUW committees except on the Elections Administration Committee for recall elections. The Vice President may appoint proxies for these positions;
- W. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, meet with them to recommend necessary sanctions or other corrective action according to the ASUW Personnel Policy;
- X. 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;
- Y. Meet with the Student Activities Office adviser as needed and upon request;
- Z. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and Personnel Director;
- AA. Complete transition materials to be submitted to the 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 a member of the Executive Committee;
- B. Be hired by the current Board of Directors through the Personnel hiring process. This individual shall take office with the incoming Board of Directors but shall be responsible for learning the position over Spring Quarter;
- C. Attend all regularly-scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the President or Vice President;
- D. Act as the Chief Financial Officer of the Association;
- E. Report directly to the President;
- F. 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 by no later than the second week of each quarter;
- G. Complete initiated projects as directed by the President;
- H. Advise the ASUW Board of Directors on all financial matters, including spending priorities, budget process, and financial status;
- I. 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. Monitor budget appropriations and expenditures;

4. 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;
 5. Present the ASUW budget to the Board of Director and the Services and Activities Fee Committee
- J. Serve as Vice Chair of the Special Appropriations Committee, which shall include the following responsibilities;
 1. Monitor budget appropriations and expenditures; and
 2. 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;
 - K. Conduct one-on-one meetings with each entity director during winter quarter before budget requests are submitted;
 - L. Supervise financial and internal operations of the ASUW in cooperation with the Vice President;
 - M. Maintain a Financial Policy for the ASUW in accordance with University and ASUW policies;
 - N. Ensure that ASUW financial records are published to the ASUW website;
 - O. Monitor employee payroll in coordination with the HUB and SAO;
 - P. Represent ASUW on relevant university fiscal affairs;
 - Q. Manage the Joint Commissions Committee budget and maintain records of all transactions in coordination with the Director of Diversity Efforts;
 - R. 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;
 - S. Serve as a member of the Student Tech Fee Committee and appoint volunteers to serve as ASUW representatives on the Committee by using the Open Selection Process;
 - T. Serve as a member of all the ASUW committees that allocate funds including, but not limited to, the Special Appropriations Committee and the Husky Pride Fund Committee;
 - U. Work with the Director of Campus Partnerships to monitor the Husky Pride Fund;
 - V. Meet with the entity directors to ensure proper execution and implementation of provisions provided in the ASUW corporate budget;
 - W. 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 word of each quarter;
 - X. Meet with the Student Activities Office adviser as needed and upon request;
 - Y. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and the Personnel Director;
 - Z. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.

SECTION 5: Personnel Director

The Personnel Director shall:

- A. Serve as an ex-officio member of the Board of Directors without vote, and a member of the Executive Committee;

- B. Be hired by the Board of Directors through the Personnel hiring process. This individual shall take office with the incoming Board of Directors but shall be responsible for learning the position over Spring Quarter;
- C. Serves as the employee representative on the Board of Directors;
- D. Act as Chief Human Resources Officer of the Association;
- E. Report Directly to the President;
- F. Maintain a Personnel Policy for the ASUW in accordance with University and ASUW policies;
- G. Serve as Chair of the Personnel Committee;
- H. Serve as Chair, or appoint members of the Personnel Committee to chair the interviewing subcommittees of the Personnel Committee;
- I. 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;
- J. Coordinate with the Director of Diversity Efforts and Director of Community Relations to recruit diverse applicant pools for all paid positions;
- K. Maintain files of all students applying for ASUW Board of Directors appointed paid positions, including names, addresses, and phone numbers;
- L. Prepare and submit recommendations for appointment to the Board of Directors from the interviewing subcommittee of the Personnel Committee;
- M. Draft letters of agreement with all ASUW paid personnel specifying conditions of employment;
- N. Inform all hourly personnel of the University records to be processed with the Student Activities Office;
- O. Advise the Board of Directors on procedures and policies covering ASUW paid positions;
- P. Work with the Finance and Budget Director to address any issues with employee payroll or wages;
- Q. Review ASUW job descriptions and pay rates as necessary, and, in conjunction with the Personnel Committee, make recommendations regarding such to the ASUW Finance and Budget Committee and Board of Directors;
- R. 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;
- S. Work with the Administrative Assistants to ensure a productive and organized working environment;
- T. Complete initiated projects as directed by the President;
- U. Initiate projects as necessary;
- V. 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;
- W. Attend all regularly scheduled Board of Directors meetings and special Board of Directors meetings unless officially excused by the President or the Vice President;

- X. 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;
- Y. Plan an Association wide Fall Orientation, in coordination with the Vice President;
- Z. 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;
- AA. Ensure that all employees are fulfilling job responsibilities and their office hours, and, if necessary, make recommendations for disciplinary action to the Board of Directors for non-fulfillment of duties;
- BB. Ensure employee evaluations are submitted quarterly by all employees in a timely manner;
- CC. Conduct one-on-one meetings with each of the hired employees of the Association in the Fall and Winter quarter;
- DD. Organize a quarterly Director's Caucus; and
- EE. Meet with the Student Activities Officer adviser as needed and upon request;
- FF. Submit quarterly reports as assigned by the Director of Internal Policy;
- GG. Collect transition information one week prior to the end of the employee's employment date.

SECTION 6: Communications Director

The Communications Director shall:

- A. Serve as an ex-officio member of the Board of Directors without vote, and a member of the Executive Committee;
- B. Be hired by the Board of Directors through the Personnel hiring process. This individual shall take office with incoming Board of Directors but shall be responsible for learning the position over Spring Quarter;
- C. Develop strategic marketing and communication plans designated to increase the visibility of ASUW, its events, services and brand;
- D. Work with the ASUW Board of Directors and other ASUW entities to develop a branding strategy that effectively communicates to the student body;
- E. Serve as the primary writer, editor, and content manager for Association-wide promotional materials;
- F. Direct ASUW external communications, such as writing and copy editing press releases, editing speeches, providing professional and constituent correspondence, and other published materials;
- G. Report directly to the President;
- H. Maintain a Communication Policy for the ASUW in accordance with University and ASUW policies;
- I. Oversee and manage the Office of Communication employees, assisting with different roles as needed;
- J. Communicate with on and off campus media and serve as the Board of Directors liaison to *The Daily*;

- K. Create an Annual Report in coordinate with the Vice President for the ASUW's constituents and stakeholders that highlights how the organization is working to meet strategic goals;
- L. Serve as a resource for ASUW entities for developing their own publicity and visibility strategies;
- M. Work to standardize publicity efforts across the Association by educating employees about effective communication efforts;
- N. Ensure consistency and development of brand and marketing strategy across all employed media: social media, websites, email market, flyers, agendas, print, and any other relevant sources;
- O. Maintain accountability for twenty-five office hours per week, including twenty scheduled office hours during which time the Communications 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;
- P. 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;
- Q. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation and ASUW Personnel meetings; and
- R. Meet with the Student Activities Office adviser as needed and upon request
- S. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and Personnel Director;
- T. Complete transition materials 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 their 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 a Board of Directors Member At-Large is 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. Be comprised of the following:
- I. The Director of Internal Policy, who shall:
 - a. Serve as a member of the Board of Directors and attend all regularly-scheduled Board of Directors 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. Ensure that ASUW Elections violations are enforced during Summer and Autumn Quarter in coordination with the incoming Elections Administration Committee Chair;
 - e. Be responsible for ASUW compliance with record-keeping guidelines as delineated in Article IX;
 - f. Be a resource for the Board of Directors in drafting legislation and amending ASUW governing documents;
 - g. Work with the Administrative Assistants to ensure proper records management;
 - h. Create, maintain and update relevant sections of the ASUW Wiki interface and work with both predecessor and successor to ensure long-term progress;
 - i. Serve as a resource for members of the Board of Directors or other ASUW members to clarify policies and procedures, and refer questions to the Judicial Committee when necessary;
 - j. Work with HUB and the Office of Student Life regarding ASUW history;
 - k. Ensure quarterly reports are submitted by all entities and employees in a timely manner, in compliance with the Association Bylaws;
 - l. Work with the Vice President to ensure enterprise Quarterly Reports and Annual Reports are cohesive;
 - m. Serve as the non-voting Board of Directors liaison to the Elections Administration Committee;
 - n. Serve as liaison to the ASUW Student Senate;
 - o. Work the ASUW Student Senate to develop goals and strategies for the year, and monitor Senate's performance under that plan on a regular basis;
 - p. Serve as a member of both the Graduate and Professional Student Senate and Graduate and Professional Student Senate Executive Committee with vote;
 - q. 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;
 - r. Work with the Personnel Director to resolve conflicts and job description issues with liaison employees. If needed, work with them to recommend necessary or other corrective action according to the ASUW Personnel Policy;

- s. Attend ASUW mandatory training sessions and staff meetings, including, but not limited to, the ASUW Autumn Orientation and ASUW Personnel meetings; and
 - t. Meet with Student Activities Office adviser as needed and upon request;
 - u. Submit quarterly employee evaluations as assigned by the Personnel Director;
 - v. Complete transition materials 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 Directors 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. Consistently assess, research and act on issues concerning University of Washington students regarding the promotion of diversity;
 - d. Coordinate with the ASUW Personnel Director and the members of the Board of Directors to recruit diverse applicant pools for volunteer and paid appointments;
 - e. Serve as the Board of Directors liaison to all ASUW Commissions and maintain frequent communication;
 - f. Serve as the Board of Directors liaison to the Sexual Assault and Relationship Violence Activists (SARVA) and the Student Health Consortium (SHC);
 - g. Attend SARVA workshops, preferably one meeting per month between the months of January and June;
 - h. Chair weekly Joint Commissions Committee (JCC) meetings;
 - i. Manage the Joint Commissions Committee budget and maintain records of all transactions in coordination with the Finance & Budget Director;
 - j. Serve as a voting member of the Office of Minority Affairs and Diversity Student Advisory Board;
 - k. Serve as a voting member of the Women's Center Student Advisory Board;
 - l. Serve as a member of the University Diversity Council;
 - m. Serve as a member of the Faculty Council on Women in Academia and Faculty Council on Multicultural Affairs or appoint a volunteer to serve as the ASUW representative through the ASUW Open Selection Process;
 - n. Serve as the Board of Directors liaison to the Office of Minority Affairs, Q Center, Women's Center, FIUTS, Intellectual House, Office of Student Veteran Life, and D Center, and maintain frequent communication with these entities;
 - o. Serve as a Board of Directors liaison to the Ethnic Cultural Center;

- p. Work with the 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;
 - q. Work with the Personnel Director to resolve conflicts and job description issues concerning commissions. If needed, work with them to recommend necessary sanctions or other corrective action according to the ASUW Personnel Policy;
 - r. Attend ASUW mandatory training sessions and staff meetings, including, but not limited to, the ASUW Autumn Orientation and ASUW Personnel meetings; and
 - s. Meet with the Student Activities Office adviser as needed and upon request;
 - t. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and Personnel Director;
 - u. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.
3. The Director of University Affairs, who shall:
- a. Serve as a member of the Board of Directors and attend all regularly scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director;
 - b. Assemble the Governance Committee by the end of Autumn Quarter, serving as Association representative to no more than three of the following entities;
 - 1. All College, School, or Dean Student Advisory Councils;
 - 2. All Faculty Councils and their subcommittees except for the Councils on Multicultural Affairs, Women in Academic, and Student Affairs;
 - 3. All University Committees relevant to the jurisdiction of university affairs, advisory and otherwise, which receive student representatives;
 - 4. All similar entities external to the Association at the discretion of the Association President;
 - c. The remaining entities from (b) shall have an ASUW representative that is either a Director of University Affairs intern or volunteer chosen through the Open Selection Process;
 - d. Oversee and liaison to the Office of Government Relations;
 - e. Serve, when applicable, as the Association member of the University District Business Improvement Area Ratepayers Advisory Board (or its successor organization), reserving the right to appoint a designee in the Director's place;
 - f. Initiate, coordinate, and oversee cooperative efforts between the Association and relevant student government entities at partnered institutions, as part of the Director's oversight of and liasionship to the Office of Government Relations;

- g. Serve as a member of the Senate Steering Committee without vote, and work with members of the Student Senate to ensure that appropriate actions are pursued toward fulfilling recommendations delineated by Senate resolutions related to faculty, administrative, and academic affairs;
 - h. Serve as a Board of Directors liaison to the Legislative Steering Committee and Resolution Conference with vote;
 - i. Serve as an ex-officio member of the Provost's Advisory Committee for Students, and appoint all other Association representatives to this committee through the Open Selection Process in coordination with the President;
 - j. Serve as an ex-officio member of the International Student Advisory Committee without vote, and appoint all other Association representatives to this committee through the Open Selection Process;
 - k. Serve as the ASUW liaison to the UW Sponsorship Advisory Committee;
 - l. Coordinate, when necessary, with the Graduate and Professional Student Senate, especially the Graduate and Professional Student Senate University Affairs Director, on University-wide budgeting, academic, and administrative issues, and the Graduate and Professional Student Senate Vice President of External Affairs, on issues relating to the legislature or city government;
 - m. 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;
 - n. 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 corrective action according to the ASUW Personnel Policy;
 - o. Attend ASUW mandatory training sessions and staff meetings, including, but not limited to, the ASUW Autumn Orientation and ASUW Personnel meetings;
 - p. Meet with Student Activities Office adviser as needed and upon request;
 - q. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and Personnel Director;
 - r. Complete transition materials 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 Directors meetings unless officially excused by the President or Personnel Director;
 - b. Oversee and coordinate all general and inter-ASUW collaborative programming;

- c. Serve as the Chair of the ASUW Special Appropriations Committee;
 - d. Serve as the Board of Directors liaison to the Special Appropriations Committee;
 - e. Assist Arts & Entertainment, Rainy Dawg Radio, and Student Health Consortium to pursue joint programming and promotions, and continue as needed, upon request;
 - f. Plan the Everybody Every Body Fashion Show in coordination with the Student Health Consortium Director, Arts & Entertainment, and Rainy Dawg Radio;
 - g. Plan and execute W Day in coordination with UW marketing;
 - h. Serve as the Board of Directors liaison to Registered Student Organizations, including sitting on, or being responsible for appointments to, the Office Space Assignment Committee;
 - i. Plan the Husky Leadership Retreat;
 - j. Assist Registered Student Organizations with programming and connect them with relevant resources;
 - k. Assist all Board members in programming efforts;
 - 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 them to recommend necessary sanctions or other corrective action according to the ASUW Personnel Policy;
 - n. Attend ASUW mandatory training sessions and staff meetings, including but limited to the ASUW Autumn Orientation and ASUW Personnel meetings; and
 - o. Meet with Student Activities Office adviser as needed and upon request;
 - p. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and the Personnel Director;
 - q. Completed transition materials 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 Directors meetings, unless officially excused by the President or Personnel Director;
 - b. Serve as the Board of Directors liaison to the Residential Community Student Association;
 - c. Serve as the Board of Directors liaison to Greek communities and councils;
 - d. Serve as the Board of Directors liaison to commuter students;
 - e. Serve as a Board of Directors liaison to the Ethnic Cultural Center;
 - f. Serve as a Board of Directors liaison to the Legislative Steering Committee and Resolution Conference with vote;

- g. Work with Student Senators to ensure that appropriate actions are being taken to follow through on Senate resolutions related to the campus community;
 - h. Serve as a Board of Directors liaison to the Student Advisory Board as an ex-officio member;
 - i. Serve as the ASUW liaison to UW Housing and Food Services;
 - j. Serve as the ASUW liaison to Intercollegiate Athletics;
 - k. Serve as the ASUW liaison to the UW Student Athlete Advisory Council;
 - l. Serve as the Chair of the Dawg Pack Advisory Committee;
 - m. Serve as chair of the Homecoming Planning Committee, with emphasis in community connection;
 - 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 them to recommend necessary sanctions or other corrective action according to the ASUW Personnel Policy;
 - p. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation and ASUW Personnel meetings; and
 - q. Meet with Student Activities Office adviser as needed and upon request;
 - r. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and Personnel Director;
 - s. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.
6. The Director of Campus Partnerships, who shall:
- a. Serve as a member of the Board of Directors and attend all regularly-scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the President or Personnel Director;
 - b. Serve as the Board of Directors liaison to the University Bookstore and nominate volunteers to serve as ASUW representatives to the University Bookstore Board of Trustees by using the ASUW Open Selection Process in coordination with current trustees;
 - c. Oversee the Husky Pride Fund and serve as the Chair of the Husky Pride Fund Committee;
 - d. Serve as the ASUW liaison to the UW Police Department; which will include:
 - 1. Serving as the ASUW representative or appointing a proxy to, the Campus Security Advisory Committee;
 - 2. Serving as the ASUW representative or appointment a proxy to, the Emergency Management Committee;

- e. Serve as the ASUW liaison to the Office of the Student Conduct and Community Standards;
 - f. Serve as the ASUW liaison to Parent & Family Programs;
 - g. Serve as the ASUW representative to the Faculty Council on Student Affairs;
 - h. Serve as an ASUW representative to the North of 45th Committee;
 - i. Serve as the ASUW representative to the On Campus Building Committee;
 - j. Serve as the ASUW representative to the City/University Community Advisory Committee;
 - k. Serve as chair of the Student Safety Advisory Board;
 - l. Serve on the Universal Student U-Pass Advisory Board;
 - m. 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;
 - n. 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 corrective action according to the ASUW Personnel Policy;
 - o. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation and ASUW Personnel meetings; and
 - p. Meet with Student Activities Office adviser as needed and upon request;
 - q. Submit quarterly reports and employee evaluations as assigned by the Director of Internal Policy and the Personnel Director;
 - r. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.
- G. Each year, during Autumn and Winter quarters, the President and the Personnel Director shall consult with the Judicial Committee about possible changes to Article I, Section 7F.
- H. No changes shall 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 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 Graduate and Professional Student Senate 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 Board of Directors, as directed in Article VI, Section 2B of the ASUW Constitution; and
- B. Discharge the duties of the President as delineated in Article V, Section 2C of the ASUW Constitution.

ARTICLE III FUNCTIONS AND POWERS OF THE BOARD OF DIRECTORS

SECTION I: Approval of Legislative Agenda

- A. Authority for Approval:
 1. The Board of Directors is granted the power to jointly pass, along with the Student Senate, the Legislative Agenda. [ASUW Const., Article IX, Section 3F]
 2. The Board of Director's power to amend the Legislative Agenda, as an integral part of the Association, is derived from its final management and control of the Association. [ASUW Const., Article V, Section 1]
- B. Writing of the Legislative Agenda:
 1. The Legislative Steering Committee shall write and propose an annual Legislative Agenda. The structure and function of this committee and its process shall adhere to Article XI, Section 4 of the ASUW Constitution.
- C. Presentation of Legislative Agenda
 1. The Legislative Agenda shall be presented first to the Student Senate by the sixth meeting of Autumn Quarter. The Student Senate shall make amendments, and approve the Legislative Agenda in accordance with their bylaws.
 2. After approval in the Student Senate, the Agenda shall be presented with the Student Senate's proposed changes to the Board of Directors, who shall make amendments and approval in accordance with the Bylaws.
- D. Approval Process:

1. If the Board of Directors' amendments to the Legislative Agenda are deemed to be only of a grammatical or typographical nature, the Legislative Agenda will be adopted as approved.
 2. If the Board of Directors makes any amendments that are non-grammatical or non-typographical in nature, a Resolution Conference must be formed in order to approve a final Legislative Agenda.
- E. Resolution Conference:
1. Structure:
 - a. The Board of Directors representatives to the Resolution Conference will be the three At-Large Board of Directors members that also sit on the Legislative Steering Committee.
 - b. The three Senate representatives to the Resolution Conference will be the three Senate representatives sitting on the Legislative Steering Committee.
 - c. The ASUW President will serve as the non-voting Chair of the conference and as an impartial mediator.
 2. Process:
 - a. Once the Board of Directors and the Student Senate have passed proposed Legislative Agendas, final copies of each shall be presented to the Resolution Conference to resolve any differences between the two Legislative Agendas.
 - b. Where the two proposed Legislative Agendas or amendments to the Legislative Agendas differ, the representatives on the Resolution Conference will negotiate a compromise. Such a compromise must be agreed upon by two of the three representatives from both the Board and the Senate.
 - c. Upon the agreement by the necessary members, the proposed compromise will be presented at the next meeting of the Board of Directors and of the Student Senate. The proposal may be debated but may not be amended. The Student Senate or the Board of Directors may reject the proposed change with a majority vote. If such a vote does not pass, the Agenda shall be accepted as proposed.
 3. Duties:
 - a. The Resolution Conference will serve as the interpreter of the Legislative Agenda.
 - b. The Director and Assistant Director of the Office of Government Relations may submit questions of interpretation to the Resolution Conference. The Resolution Conference must meet within three days of such a request to issue a response.
 - c. If time does not permit the full membership of the Resolution Conference to meet, the ASUW President is authorized to issue a determination. The President's decision must be submitted for the review of the full Resolution Conference at its next meeting where the Resolution Conference may affirm the determination or overrule the President's determination that interpretation is only binding upon future actions; it does not apply retroactively.

SECTION 2: Approval of ASUW University Agenda

- A. Authority for Approval:
 - 1. The Board of Directors is granted the power under the ASUW Constitution to jointly pass, along with the Student Senate, the ASUW University Agenda.
- B. Writing of the University Agenda:
 - 1. The Governance Committee shall write the ASUW University Agenda. The structure and function of this committee and its process shall adhere to Article XI, Section 6 of the ASUW Constitution.
- C. Presentation of the University Agenda:
 - 1. The Chair of the Governance Committee shall present the proposed University Agenda to the Board of Directors and to the Student Senate in accordance with the Senate's Bylaws by week ten of Winter Quarter.
 - 2. After approval in the Student Senate, the Student Senate's proposed changes shall be presented to the Board of Directors, who shall make amendments and approve the document in accordance with the Bylaws.
 - 3. The Board of Directors and Student Senate will have until week four of Spring Quarter to approve the University Agenda, once approved it must be submitted to the Resolution Conference.
- D. Approval Process:
 - 1. If the Board of Directors' amendments to the University Agenda are deemed to be only of a grammatical or typographical nature, the University Agenda will be adopted as approved.
 - 2. If the Board of Directors makes any amendments that are non-grammatical or non-typographical in nature, a Resolution Conference must be formed in order to approve a final University Agenda.
- E. Resolution Conference:
 - 1. Structure:
 - a. The Board of Directors representatives to the Resolution Conference will be the Director of University Affairs, the Vice President, and one at-large member as selected by the Board of Directors.
 - b. The three Senate representatives to the Resolution Conference will be chosen in accordance with Senate Bylaws.
 - c. The ASUW President will serve as the non-voting Chair of the conference and as an impartial mediator.
 - 2. Process:
 - a. Once the Board of Directors and the Student Senate have passed proposed University Agendas, final copies of each shall be presented to the Resolution Conference to resolve any differences between the two University Agendas.
 - b. Where the two proposed University Agendas or amendments to the University Agendas differ, the representatives on the Resolution Conference will negotiate a compromise. Such a compromise must be agreed upon by two of the three representatives from both the Board and the Senate.

- c. Upon the agreement by the necessary members, the proposed compromise will be presented at the next meeting of the Board of Directors and of the Student Senate. The proposal may be debated but may or may not be amended. The Student Senate or the Board of Directors may reject the proposed change with a majority vote. If such a vote does not pass, the Agenda shall be accepted as proposed.

SECTION 3: Washington Student Association (WSA)

- A. The ASUW Board of Directors shall determine the membership of the ASUW in the Washington Student Association by the second week of Autumn Quarter.
- B. This is in no way restrictive of the Office of Government Relations ability to lobby on University of Washington agenda items.
- C. Unused funds from non-membership shall be rolled back into the General Fund at the end of the year.

SECTION 4: Board of Directors Bills

- A. General Provisions:
 1. Board of Directors Bills shall serve as the tool of the Board of Directors to exercise the final legislative powers of the Association.
 2. Board of Directors Bills shall remain enacted until repealed either directly, or through implication of another Board of Directors Bill.
- B. Classification:
 1. Each Board of Directors Bill shall be classified in a format with two numbers separated by a period.
 2. The first number shall be the classification number of the Board of Directors Bill as follows:
 - a. 1- Board of Directors Bills regarding amendments to either the ASUW Constitution or Bylaws;
 - b. 2- Board of Directors Bills regarding appointments to be confirmed by the Board of Directors;
 - c. 3- Board of Directors Bills regarding the ASUW budget;
 - d. 4- Board of Directors Bills regarding general policy of the Association;
 - e. 5- Student Senate Bills introduced by the Student Senate Representative;
and
 - f. 6- Board of Directors Bill regarding commendations or recognition.
 3. The second number shall be one more than the amount of Board of Directors Bills of the same classification that has been submitted to the Administrative Assistant to the Board of Directors.
- C. Enactment Clauses
 1. All Board of Directors Bills shall be enacted by the clause "THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON BOARD OF DIRECTORS" and;
 2. All Senate Bills approved by the Board of Directors shall be enacted by clause "THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON".

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

SECTION 1: 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.
- B. The respective Commissions, Entities, or Programs must review proposed changes 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: Proposing Amendments to Committee and Taskforce Bylaws

- A. Each Committee and Taskforce established in the Bylaws, or by the Board of Directors, 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 Board of Directors before taking effect.
- B. As per Article VIII, Section 3 of the ASUW Constitution, the Board of Directors 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 change, but must present them in the form desired by the proponents. The Judicial Committee shall make any recommendations it deems necessary.
- B. Only ASUW Board of Directors members may submit proposed Bylaws changes to the Judicial Committee.

SECTION 2: Presenting Proposed Constitutional Amendments or Measures 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 process 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.
- B. Initiatives in the General Election:
1. 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 XIV, Section 2B) shall refer to all ballot measures except measures regarding 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 submissions shall be noted on the petition and permanent Board of Directors records.
 - c. Submitted petitions shall be transmitted, by the Chair of the Judicial Committee, to the Registrar for certification. As per Article XIII, Section 2A 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.
 - d. The Chair of the Judicial Committee shall, by 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;
 - e. 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. 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;

- b. The date and time of submission shall be noted on the petition and in permanent Board of Directors records;
- c. Submitted petitions shall be transmitted, by the Chair of the Judicial Committee, to the Registrar for certification. As per Article XIV, Section 1B 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;
- d. The Chair of the Judicial Committee shall, by 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;
- e. 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; and
- f. 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 per Article VII, Section 7B of the ASUW Constitution.

C. Referendums in the General Election:

1. Ballot Measure by Referendum:

- a. The guidelines established in this Section 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 measure must be placed on the ballot by a two-thirds vote of the Board of Directors, by the end of the third week of Spring Quarter;

2. 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;
- b. 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;

- c. 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;
 - d. 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 twenty days prior to the start of the General Election;
 - i. If accepted by a majority of the Board of Directors, the proposal shall be placed on the ballot of the General Election;
 - ii. 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. Upon invocation of this section, the Director of Internal Policy 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 VII, Section 4 of the ASUW Constitution.

SECTION 2: Elections Administration Committee

- A. The Elections Administration Committee 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 fifth 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 regardless of Committee standing, unless they resign or becomes ineligible before the first day of Spring Quarter. If this does not take place, the individual or the candidate or ballot measure that they endorse will be considered ineligible for that election.

B. Elections Administration Authority and Responsibilities:

1. The Elections Administration Committee shall have control over ASUW Elections as delineated in the Bylaws of the ASUW;
2. The Elections Administration Committee has the right to make necessary interpretations of the Elections Policies and Procedures in the course of an election. The Elections Administration Committee Chair alone may not make official interpretations of the Elections Policies and Procedures. Such interpretations are binding unless appealed to the Board of Directors. Any appeal to the Board of Directors shall require a 2/3 majority to be sustained of the Board of Directors voting membership to override an Elections Administration Committee interpretation;
3. The Elections Administration Committee 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, and any other relevant materials deemed necessary. Details of the Voters' Guide, as well as deadlines for submission of material, shall be established by the Elections Administration Committee, 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 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 individuals can contact the Chair of the Judicial Committee for information;
4. The Elections Administration Committee shall be responsible for publishing a "campaign ethics" advertisement in *The Daily*, which shall express the ASUW's goal of having fair and ethical Elections. This advertisement 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;
5. The Elections Administration Committee shall ensure that all ballots list the text of all ballot measures, or clearly provide a website address where the text can be found;
6. The Elections Administration Committee shall 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;
 - 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; and
 - 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 XI, Section 2D, 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 their intention to be a candidate with the Elections Administration Committee;
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 Instant Runoff Voting counting software will be run again, excluding the disqualified candidate, within three days of the official disqualification;
4. Candidates for Board of Directors at-large positions must declare which directorship position they are a candidate for, when filing for office;
5. No individual 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 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.

C. Withdrawal from candidacy must be made in writing and submitted to the Elections Administration Committee in a manner set forth in the Elections Policies and Procedures.

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; and
3. If a candidate is disqualified within two weeks of the Election, the individual 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 Elections Policies and Procedures.
- 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;
 - 3. The date on which the completed Financial Disclosure form is due will be published in the Elections Policies and Procedures;
 - 4. Failure to submit the Financial Disclosure information on time or submitting a false Financial Disclosure shall constitute an Elections violation; and
 - 5. The Financial Disclosure deadline shall be included with the Candidates’ Packets and shall also be announced by the Elections Administration Committee Chair at the Elections Seminar.
- E. Within the next three working days following the final filing deadline, the Chair of the Elections Administration Committee shall hold a meeting for the purpose of explaining the Elections Policies and Procedures. 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 their supporters may use ASUW printing machines, paper, phones, email accounts, or other ASUW office support services or equipment, including staff, for campaign purposes.
- G. No candidate or their supporters shall intentionally approach Elections Administration Committee 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 that 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 shall not be paid by the ASUW, but rather individual candidates will be billed by the Physical Plant.

SECTION 5: Violations, Complaints, and Hearings

- 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, knows the Election Rules. A plea of ignorance shall not be considered a valid defense to an infraction of any rule.
- B. 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 member in the Student Activities Office.
- C. Any student may file a complaint against the Elections Administration Committee 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 member in the Student Activities Office. Otherwise, the Judicial Committee shall have the right to refuse a review of those charges.
- D. 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. The Board of Directors must approve all penalties 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; and
 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 have been paid.

SECTION 6: Voting

- A. Candidates' ballot order for each position shall be determined by a public lottery administered by the Elections Administration Committee.
- B. Qualifications for Voting:
 1. Only members of the ASUW 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 shall take place online. The Elections Administration Committee shall 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:
 - i. Accessibility to large numbers of students; and
 - ii. 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 elections. “Well-advertised” shall mean at least three advertisements in a section of *The Daily* other than the classified section, with those advertisements 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 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 Elections Administration Committee shall establish polling places at the same locations of the information booths.
2. The Elections Administration Committee 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; and
 - b. For the purposes of this section, a “registered candidate” shall be any candidate that has successfully filed all required documents in a timely manner, as set forth in the Elections Policies and Procedures. 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 shall be declared the winner. If no candidate has above fifty percent of the first place votes, the candidate who received the fewest first place votes shall 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 vote required to receive a majority;
 - 3. If multiple candidates are tied for last place in the final 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 the 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 Elections Policies and Procedures. Each candidate shall be listed by name on the official tally along with the number of votes received in any 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 Elections Administration Committee certification of the results. All such requests must be made in writing and submitted to the Elections Administration Committee Chair:
 - a. A recount, once requested, shall be conducted at the discretion of the Elections Administration Committee; and
 - b. If a recount is requested, the Elections Administration Committee 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 circumstance arises that would compromise the integrity of the election, the Student Activities Office advisors responsible for tallying ballots will consult the Elections Administration Committee. Upon a majority vote of the Elections Administration Committee, 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 shall be informed of any flaws or circumstances by the Student Activities Office advisors and will discuss the matter at an emergency meeting scheduled within three school days of the elections announcement. Whether or not the Elections Administration Committee has voted to tally the ballots solely upon first place votes, the Board of Directors' 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 Elections Administration Committee results standing; and
 - 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.
- B. The Elections Policies and Procedures shall be subject to Board of Directors approval.

- C. 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.
- D. The Elections Policies and Procedures shall be subject to Board of Directors approval.
- E. 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 procedures;
 - 7. Violation penalties;
 - 8. Provisions for write-in votes and absentee ballots; and
 - 9. Guidelines for selection of poll locations.
- F. It shall be the duty of the Chair of the Judicial Committee to supply the Elections Administration Committee Chair with the previous year's Elections Policies and Procedures.
- G. The Candidates' Packets shall be finalized and made available to the public and to *The Daily* by the 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 I;
 - 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 1: 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 on the Board of Directors; rather it is intended to provide the Board of Directors with a resource for further investigation of complex legal and policy issues. The Judicial Committee must, therefore, recognize that the Board of Directors retains the final decision making power of the ASUW with every issue on which the Board of Directors chooses to take action.

SECTION 2: Membership of the Judicial Committee

- A. The membership of the Judicial Committee is delineated in the ASUW Constitution, Article XI, Section 2A. In cases involving review of elections violations, Judicial Committee members who are Board of Directors 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 them.
- B. Voting members of the Committee shall include:
 - 1. An at-large member of the Board of Directors, who 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.
- C. 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. A recommendation is a decision made by the Judicial Committee that suggests a particular course of action to the Board of Directors, as outlined in the ASUW Constitution, Article VI, Section 2B, 1a.
- B. A judgment is a decision made by the Judicial Committee that mandates a particular course of action to the Board of Directors, as outlined in the ASUW Constitution, Article XI, Section 2B, 1b.
- C. A “Request for Review” is the official form that must be completed in order to request Judicial Committee action. The form, to be designated by the Judicial Committee and approved by the Board of Directors, must include the following information:
 - 1. Submitter’s name;
 - 2. Submitter’s student number (to verify student status);
 - 3. Appropriate reference number of legislation, 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 the submitter would like the Judicial Committee to review, if applicable;
 - 4. Purpose of legislation or an explanation of the request, in the form of a brief summary of the intent of the legislation in question or a description of the question being asked of the Judicial Committee; and
 - 5. Justification for review, in the form of specific references 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. The Chair of the Judicial Committee shall;
 - 1. Ensure Committee actions conform to guidelines delineated in the ASUW Constitution and Bylaws;
 - 2. Assign tasks and liaisons to Committee members as necessary to successfully fulfill the purpose of the Judicial Committee as delineated in the Constitution;
 - 3. Write reviews, recommendations, and judgments in accordance with findings of the Judicial Committee;
 - 4. Present recommendations and judgments of the Committee to the Board of Directors, unless this responsibility is specifically delegated by the Chair to an at-large member of the Judicial Committee;
 - 5. Ensure 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 Autumn Quarter;
 - 7. Reassign responsibilities of the Secretaries if the work load is determined to be excessive for one individual; and
 - 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. 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 shall include:
 - 1. Provide additional research deemed necessary as delineated in these Bylaws;
 - 2. 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. One member of the Judicial Committee who is not serving as the Secretary of Judgments, and who is not the President or proxy, shall serve as Secretary of Recommendations. The duties of Secretary shall include:
 - 1. Provide addition research deemed necessary as delineated in these Bylaws;
 - 2. Serve as Vice Chair of the Judicial Committee; and
 - 3. Perform duties as assigned by the Chair of the Judicial Committee.
- D. Responsibilities of the Judicial Committee:
 - 1. All voting members of the Judicial Committee shall perform duties as assigned by the Chair of the Judicial Committee;
 - 2. These duties shall include the assignment of each Judicial Committee member to an ASUW Committee to serve as a resource for the investigation of specific legal and policy issues within that committee. Each member shall meet with their assigned committee or sit on a committee meeting no less than once per month; and
 - 3. Every voting member of the Judicial Committee must attend one Board of Directors meeting per quarter, unless otherwise excused by the Chair of the Judicial Committee.

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. 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. 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. 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 the Board of Directors 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 Board of Directors decision in question:
 - a. The Judicial Committee may extend the deadline a maximum of five regular class days when provided with sufficient justification from the submitter; and
 - 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 Board of Directors can reverse or replace a prior action or decision of the ASUW, Board of Directors, or ASUW Entity.
- B. Procedure for review:
 1. The Chair shall 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 or judgment on the current date, 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, a written summary of their conclusions must be provided to the submitter as well as 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 manner 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 Elections Administration Committee, candidates, and students at large, the following shall be the rules regarding the final presentation of the Judicial Committee’s findings to the Board of Directors.

- A. The functions of the Judicial Committee regarding election complaints shall be as follows:
 1. To collect data, investigate charges, and take punitive measures regarding alleged violations of ASUW elections rules; and
 2. To hear complaints from the Elections Administration Committee, candidates, and students.

- B. A public hearing shall be convened five regular school days after the last day of ASUW elections to hear elections matters:
 - 1. All decisions shall be made in executive session;
 - 2. Board of Directors members and the President's proxy serving on the Judicial Committee shall not vote or participate in Committee discussion; and
 - 3. The Secretary of Judgments shall serve as Chair of special sessions involving elections.
- C. Complainants must fill out an Elections Complaint Form to register allegations of election misconduct.
- D. The Request shall be automatically rejected if filed more than two regular school days after the election.
- E. Candidates against whom a compliant has been filed must be notified within three 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 shall be dealt with in accordance with the Board of Directors Bylaws and the Elections Policies and Procedures.

ABRIDGED ASUW CONSTITUTION

ARTICLE VII THE BOARD OF DIRECTORS

ARTICLE VII THE BOARD OF DIRECTORS

SECTION 1: MEMBERSHIP.

- A. There shall be thirteen (13) student members as follows:
1. ASUW President;
 2. ASUW Vice President;
 3. Six (6) representatives-at-large as delineated in the Bylaws of the Board of Directors;
 4. One Graduate and Professional Student Senate (GPSS) representative;
 5. ASUW Budget Director shall be an ex-officio member of the Board of Directors without vote;
 6. ASUW Personnel Director shall be an ex-officio member of the Board of Directors without vote;
 7. ASUW Communications Director shall be an ex-officio member of the Board of Directors without vote; and
 8. One ASUW Student Senate representative shall be an ex-officio member of the Board of Directors without vote.
- B. The Director of Student Activities shall be an ex-officio member of the Board of Directors 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 Board of Directors without vote.

SECTION 2: OFFICERS OF THE BOARD OF DIRECTORS.

- A. The ASUW President shall be the Chair of the Board of Directors, and the ASUW Vice President shall be the Vice Chair.
- B. At the first regular meeting of Fall Quarter the Board of Directors shall elect an at-large member of the Board 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 Board of Directors members-at-large shall be elected the seventh week of Spring Quarter and shall take office the last day of Spring Quarter.
- B. Each Board of Directors 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 Board of Directors, 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, Communications 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 Board of Directors position (except as otherwise provided herein), the Board 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 Board of Directors 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. Ordering. A special elections to recall a voting Board member shall be ordered if one of the following occurs:
 - 1. A petition for recall is submitted and duly certified as containing the signatures and permanent student file numbers of at least five percent of the ASUW membership.
 - 2. The Student Senate, by the concurrence of three-quarters of their present and voting membership, orders a special election for recall.

3. The Board, by the concurrence of two-thirds of their voting membership, orders a special election for recall. The Board shall have the additional power to take other appropriate action, including, but not limited to, freezing pay, reprimanding, or censuring the Board member.
- B. Special Election. When ordered pursuant to this Section, it shall be the duty of the Board to schedule a special election for recall within thirty calendar days. No issue other than the question of recall shall be presented to voters at the election, but if special elections for recall have been ordered for multiple members of the Board, the Board may elect to hold a single election with a question of recall for each member.
 - C. Recall. If recall of a Board member is approved by a majority of those voting on the question, the Board member shall immediately be recalled and dismissed. The vacancy created shall be filled as otherwise provided in this Constitution; provided, that the recalled Board member shall be ineligible for voting membership on the Board until the end of an academic year shall have intervened.
 - D. Dismissal of Hired Directors. Dismissal of the Budget Director, the Communications Director, or the Personnel Director shall be handled in accordance with the Personnel Bylaws.

SECTION 8: FUNCTIONS AND POWERS OF THE BOARD OF DIRECTORS.

The Board of Directors 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 Board of Directors, 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 Board of Directors;
- E. Approval of the budget and expenditures of the ASUW. The Board of Directors 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 Board of Directors 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 Board of Directors shall be held at least once each calendar month throughout the regular school year.
- B. Special meetings of the Board of Directors may be called by the chair upon at least 24 hours notice to Board 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 Board of Directors 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 Board of Directors Bylaws.
- B. The Board of Directors 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 Board of Directors 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 Board of Directors to determine the priorities upon which the Finance and Budget.

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. Board of Directors 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 Board of Directors.
- b. A judgment is a decision made by the Judicial Committee that mandates a particular course of action to the Board of Directors.

2. Recommendations.

- a. Review proposed revisions of the Constitution of the ASUW and Bylaws of the Board of Directors and make recommendations to the Board of Directors.
- b. Review proposed Bylaws or amendments to the Bylaws of ASUW agencies or commissions and make recommendations to the Board of Directors.
- c. Interpret the Constitution of the ASUW and all governing Bylaws and make recommendations to the Board of Directors.

3. Judgments.

- a. Determine if actions or decisions of the Board of Directors 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 Board of Directors may refer any legislation to the Judicial Committee when the document involves interpretation of the Constitution and/or the Bylaws.
- b. The Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Board of Directors 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 Policy and Procedures;
 - c. Two ASUW Board of Directors 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 Board of Directors. The Legislative Agenda most recently approved by both the Student Senate and the Board will be active until both the Student Senate and the Board approve a new Legislative Agenda.
2. Make recommendations to the Student Senate and Board of Directors 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 Board of Directors.

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 Board of Directors 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 Board of Directors;
3. All decisions of the Finance and Budget Committee are unofficial until six school days have passed, in which time the Board of Directors must have met at least once;

4. Report to the Board of Directors all business carried out by the committee at the next Board meeting following the decisions of the Committee. This shall be done by the Director or their 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 Board of Directors 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 Board of Directors. 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 Board of Directors will be active until both the Student Senate and the Board 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 Board of Directors.

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 Board of Directors 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 specifically 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 Board of Directors 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 Board of Directors approves the presentation of a referendum measure to the Association, the Board 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 Board of Directors. 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 Board of Directors 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 I: PROPOSAL OF AMENDMENTS.

- A. A proposed amendment to this Constitution shall be placed on the ballot if adopted by two-thirds of the voting membership of the Board of Directors.
- B. A proposed amendment to this Constitution shall be placed on the ballot upon receipt by the Board of Directors 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.
 - 1. The ballot question must be placed on all petitions before signatures are gathered.
 - 2. The wording of all ballot questions must be referred to the Judicial Committee and approved by the Board of Directors before the signatures are gathered.
- C. A proposed amendment to this Constitution shall be placed on the ballot if ordered by the Student Senate with the concurrence of three-fourths of its present and voting membership,

and such proposal shall include the exact language of the amendment to be adopted, drafted in correspondence with the Judicial Committee, and the question to be placed on ballots.

1. The Board, by and with the consent of the Judicial Committee, may amend the question to be placed on ballots with the concurrence of two-thirds of its voting members.
2. The Board may, with the concurrence of three-fourths of its voting membership, refer the amendment back to the Student Senate with recommendations for amendment. Such referral shall have the effect of terminating the Student Senate's order unless the order shall be once again passed by the Student Senate, with or without amendments. The Board may exercise this referral power twice for any single order, notwithstanding any amendments that may be made to the order in the process, but shall not refer orders back to the Student Senate more than fourteen calendar days after passage, or re-passage, by the Student Senate.
3. Except as explicitly provided in clause C of this Section, orders of the Student Senate proposing amendments shall execute automatically, and shall not be subject to approval, amendment, delay, or rejection by any other body.

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 Board of Directors. 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

What is instant runoff voting (IRV)?

- IRV guarantees the winning candidate has a majority of votes, rather than just a plurality
- Eliminates the popular notion that voting for a “third party candidate” is a “waste of a vote.”
- 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.*

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.
- 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.

How does IRV work?

1. If anyone receives a majority of the first choice votes, that candidate is elected.
2. If this does not occur, the candidate who receives the overall ranking of last place is eliminated, just as in a runoff election.
3. The ballots are then counted again.
4. 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.
5. This process of eliminating the last place candidate and recounting ballots continues until one candidate receives a majority of the vote.

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

CANDIDATE PLATFORM GUIDELINES

Platform Information

Platforms must be submitted with an Official Candidate Filing Form by 5:00 PM on April 15th, 2016. 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 - 150 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 15th, 2016.

Optional Platform Items

One digital black and white headshot photograph may be included for the Voter's Guide. Submissions are to be emailed to cmcoop@uw.edu by April 15th at 5:00pm with the following requirements:

- » Black and white images only
- » Save image as highest quality 300dpi, jpg file.
- » Take photo as either black/white photo or eliminate all color data in Photoshop prior to emailing

Digital photos that do not meet these requirements will not be used.

EAC INFORMATION BOOTH LOCATIONS

The 2016 ASUW Elections will be held online and available through MyUW. ASUW Elections online voting will begin at 12:01 AM on Monday, May 9th and will end at 11:45 PM on Wednesday, May 11th. The Elections Policies and Procedures allow for information tables to be established by the EAC based on accessibility to large numbers of students and location relative to other information booths. The EAC will establish voting places at the same locations as the information booths, provided that the booths are equipped with Wifi.

Candidates may not campaign within 100 feet of these information tables. No candidate, candidate's affiliate, ballot measure advocate, or ballot measure advocate's affiliate may provide or operate any voting station, computer, or other device with the intent to submit a ballot, other than the ballot of their own.

The following 2015 EAC information tables are scheduled to be open the three days of the ASUW Elections.

Table Locations:

- » Red Square (9 AM - 4 PM)
- » The Quad (9 AM - 4 PM)
- » The Husky Union Building (9 AM - 4 PM)
- » Odegaard (5 PM - 8 PM)
- » Outside McMahon (5 PM - 8 PM)
- » Local Point (5 PM – 8 PM)

FILING A VIOLATION

Violations can be filed by anyone who seems a candidate, ticket, ballot measure affiliate, or affiliate of a candidate/ticket violating something in the EPP. Violations can be minor, major, or severe. A severe violation means automatic disqualification as well as a fine no less than \$75. A violation is classified as minor if it is unintentional, is corrected within 24 hours of notice from the EAC Chair and happens no more than four times. It also involves a fine no more than \$75. Any violation not considered minor or severe is classified as major and has a mandatory penalty of no less than \$75 and can result in disqualification.

To file a violation one can go to vote.asuw.org and print off a violations form to be signed in the presence of Rene Singleton in the SAO office located in HUB 232. A violations form can also be obtained in Rene's office.

If a violation is filed against you or you file a complaint a hearing will be held May 18th by the Judicial Committee where the complainant and the respondent have the opportunity to make opening statements, call witnesses, and explain their side of the allegation. Either a judgment or a dismissal will be made by the Judicial Committee, which will be presented upon by a committee member to the Board of Directors. The complainant and respondent will have the opportunity to make a statement to the Board before they make a decision.



2016 ELECTIONS ENDORSEMENT FORM

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, Section V*.

Candidate/Ballot Measure Name: _____
Candidate for the office of: _____
Candidate/Ballot Measure Signature: _____

RSO Name: _____

Endorsers Names and Positions (*please print*):

Endorsers Signatures: _____

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

Please Return To:
Student Activities Office – HUB 232
Nicole Williamson, EAC Chair
Phone: 206-543-1780
Fax: 206-685-4310
E-mail: asuwwote@uw.edu

Due by 5:00 p.m. on Monday, April 29, 2016.



PRELIMINARY FINANCIAL DISCLOSURE FORM

BASIC INFORMATION

Candidate/Ballot Measure Name(s): _____
 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> |
|-------------|-------------|
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| | |
| 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 5:00 PM on Friday, April 15, 2016, 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: _____



FINAL FINANCIAL DISCLOSURE FORM

BASIC INFORMATION

Candidate/Ballot Measure Name(s): _____

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> |
|----------------------------------|--|--|
| | | |
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| | | |
| | | |
| 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> |
|-------------|-------------|
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| TOTAL OF B= | |

| | |
|---------------------------|--|
| TOTAL EXPENDITURES (A+B)= | |
|---------------------------|--|

You are required to submit this Final Financial Disclosure Form to the Student Activities Office by 8:00 AM on Thursday, May 12, 2016, 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(s): _____ Date: _____



CANDIDATE FILING FORM

For ASUW Office in the 2016 Elections

--FILING MUST BE DONE BY CANDIDATE ONLY--

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):** _____

Hometown: _____

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) _____

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

Campaign Manager Name: _____

Email: _____ **Phone:** (____) _____ - _____

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

- 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.
- I agree to comply with the 2016 Elections Policies and Procedures while acting as a candidate.

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 2016 Spring Quarter Class Schedule; (5) Platform Statement [via email and hardcopy]; (6) Optional Black and White Photo, 300 dpi jpg file [via email]