

# 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

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- 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 Outreach and Involvement 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. All Board of Directors members, including the representatives from GPSS and the Student Senate, shall attend one regular Board meeting before the start of the academic year.
- E. 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 Vice President by the second week of Fall quarter. In addition, the following aspects of the liaisonships shall be binding:
  - 1. To act as the communication link between assigned entities and the Board of Directors by:
    - a. Providing information pertinent to the Entity and its management as it becomes necessary;
    - b. Meeting with Entity management on a regular basis;
    - c. Maintaining extensive knowledge of Entity functions and daily operations, and a 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. Sitting on review committees, which review the Entity, as directed by the ASUW Vice President; and
  - g. Attending at least two programs, events, or meetings of the Entity during any given academic 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 the Entity, and the status of initiated projects.

## **SECTION 2: President**

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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 internal operations;
- D. Serve as a member of the Executive Advisory Committee;
- E. Stay updated on the activity of the Judicial Committee, Finance and Budget Committee, and Personnel Committee through the Vice President, who will serve as the Presidential proxy on these committees;
- F. Facilitate campus-wide collaboration, representation, and communication through building rapport with campus leadership, and student group executive leadership;
- G. Serve as the official spokesperson of the ASUW in campus, community, and inter-school relationships;
- H. Ensure wide and effective student participation in shared governance with faculty and administration;
- I. Participate and/or take leadership in essential University committees as delineated in the ASUW Bylaws;
- J. Make public appearances and speeches at University and community events, and attend these events to establish and maintain good relations;
- K. 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;
- L. Ensure open and transparent communication with the Board of Directors, ASUW, GPSS, University administration, and the University community, ensuring that all written and electronic correspondence is responded to;

- M. 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;
- N. 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;
- O. Serve as a voting member of the Provost's Advisory Committee for Students. Present relevant items from this committee to the Student Senate at least once per academic quarter;
- P. Serve as the ASUW liaison to the UW Sponsorship Advisory Committee, when applicable;
- Q. Chair the Student Regent Selection Committee every other year, alternating chair responsibilities with the GPSS President. On years when the GPSS President chairs the Student Regent Selection Committee, serve as a voting member of the committee;
- R. Serve as a Board of Directors liaison to the Legislative Steering Committee;
- S. Appoint at-large student representatives to the following committees through the Open Selection Process:
  - 1. Student Regent Selection Committee
  - 2. Provost's Advisory Committee for Students, in coordination with the Director of University Affairs
  - 3. ASUW Legislative Steering Committee, in coordination with the Office of Government Relations
- T. Handle major public relations efforts with national and local press in coordination with the Communications Director;
- U. 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;
- V. Distribute projects and tasks to the Board of Directors as applicable to ensure their completion;
- W. Ensure that all acts of the Board of Directors are executed;
- X. 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;
- Y. Serve as the ASUW representative to the Tri-Campus community, which is comprised of ASUW Bothell and Tacoma;
- Z. Facilitate Tri-Campus relations;
- AA.
- BB. Supervise the Office of Government Relations;
- CC. Supervise the Director of Legislative Affairs;
  - 1. Facilitate coordination of legislative issues with the Director of Legislative Affairs and the GPSS Vice President of External Affairs
- DD. Serve as a voting member of the Student Senate;
- EE. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation;
- FF. Maintain accountability for twenty-nine hours per week, during which the President's activities and/or whereabouts are known to the Personnel Director and the front office staff. During this twenty-nine hour period, the President may schedule meetings and appointments, complete projects, and otherwise guide the work and mission of the ASUW;
- GG. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation;
- HH. Work office hours remotely until the first wave of employee start dates, at which point begin working summer hours non-remotely.
- II. Meet with the Student Activities Office advisor as needed and upon request;
- JJ. Complete Quarterly Reports and Employee Evaluations as requested by the Director of Internal Policy and the Personnel Director, respectively, by the first week of the following quarter; and

KK. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.

### **SECTION 3: Vice President**

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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. Administer the duties of the President in case of the President's absence, resignation, or forfeiture of office;
- C. Complete initiated projects as directed by the ASUW President;
- D. Serve as the ASUW President's proxy on the Judicial Committee, Finance and Budget Committee, and Personnel Committee;
- E. Meet on a weekly basis with the ASUW President to update them on the internal operations of the Association, including personnel matters and information discussed during internal ASUW committee meetings;
- F. Support the President as Chief of Staff of the Board of Directors by performing the following on a quarterly basis:
  - a. Meet with each Board member at least once per quarter to collect goals and action items; and
  - b. Complete Employee Evaluations for each individual ASUW Board of Director's member.
- G. Oversee ASUW strategic planning and goal setting. Coordinate with the Board of Directors to update the ASUW mission statement and vision as necessary;
- H. Oversee the implementation of Tri-Campus policy under the direction of the ASUW President
- I. Act as Chief Operating Officer of the Association, serving as the internal supervisor of all ASUW employees by delivering the following:
  - a. Oversee the Personnel Director's administration of the Personnel Policy;
  - b. Provide recommendations to the Personnel Director regarding serious personnel decisions, with approval of the ASUW President;
  - c. Work with the Personnel Director to resolve conflicts and job description issues with ASUW employee;
  - d. Act as the point person for all ASUW employees with questions regarding internal activity and entity goal setting;
  - e. Conduct quarterly one-on-one meetings with each ASUW entity to create goals and collect action items;
  - f. Conduct quarterly ASUW employee-wide reviews of SAO advisors;
  - g. Act as the liaison between the Student Activities Office and ASUW processing conflict between any ASUW employee and SAO advisor and attending monthly meetings with the Assistant Director of Student Activities;
  - h. Chair the yearly ASUW Entity Review Task Forces;
  - i. Chair the Executive Advisory Committee
  - j. Generate and ensure that Employee Evaluations are submitted quarterly by all employees in a timely manner and discuss any employee performance issues with the Personnel Director, who will then take action accordingly;
  - k. Work with the Finance and Budget Director to generate and collect entity budget request and revision forms;
  - l. Organize the quarterly Director's Caucus, to facilitate cross-entity collaboration; and
  - m. Work with the Communications Director to create and publish the ASUW Annual Report.
- J. Perform all necessary oversight of the Association's enterprises;

- K. Maintain a Volunteer Policy for the ASUW in coordination with the Office of Outreach and Involvement in accordance with University and ASUW policies;
- L. Meet bi-weekly with the Personnel and Finance and Budget Directors to review and manage internal operations of the ASUW;
- M. Oversee the Administrative Assistants' (excluding the Senate Administrative Assistant) work by holding weekly Administrative Assistant Employee Team meetings;
- N. Serve as a member of the HUB Board of Representatives;
- O. Meet with the Director of the HUB on a monthly basis, acting as the ASUW liaison to the Husky Union Building;
- P. Appoint at-large student representatives to the following committees through the Open Selection Process:
  - a. HUB Board of Representatives
  - b. Services and Activities Fee Committee, in coordination with the Finance and Budget Director
  - c. Student Technology Fee Committee

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- Q. ;
- R. Serve as the Board of Directors liaison to UW Leaders;
- S. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation;
- T. Maintain accountability for twenty-five 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 may schedule meetings and appointments, complete projects, and otherwise facilitate the work and mission of the ASUW;
- U. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation;
- V. Work office hours remotely until the first wave of employee start dates, at which point begin working summer hours non-remotely.
- W. Meet with the Student Activities Office advisor as needed and upon request;
- X. Complete Quarterly Reports and Employee Evaluations as requested by the Director of Internal Policy and the Personnel Director, respectively, by the first week of the following quarter; and
- Y. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.

#### **SECTION 4: Finance and Budget Director**

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The Finance and Budget Director shall:

- A. Serve as an ex-officio member of the Board of Directors without vote, and attend all regularly scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the President or Vice President;
- B. Serve as a member of the Executive Advisory Committee;
- C. Be hired through the Personnel hiring process. This individual shall take office with the incoming Board of Directors but shall be responsible for learning the position before Summer Quarter;
- D. Act as the Chief Financial Officer of the Association;
- E. Report directly to the Vice President;
- F. Complete initiated projects as directed by the President or Vice President;
- G. Advise the ASUW Board of Directors on all financial matters, including spending priorities, the budget process, and financial status;
- H. Work with the Vice President to generate and collect entity budget request and revision forms;

- I. Serve as Chair of the Finance and Budget Committee, which shall include the following responsibilities:
  1. Set 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 Directors and the Services and Activities Fee Committee
- J. Conduct one-on-one meetings with each Entity Director during Winter Quarter before budget requests are submitted.
- K. Supervise financial and internal operations of the ASUW in cooperation with the Vice President;
- L. Maintain a Financial Policy for the ASUW in accordance with University and ASUW policies;
- M. Ensure that ASUW financial records are published to the ASUW website;
- N. Monitor employee payroll in coordination with the ASUW Personnel Director, the HUB, and the Student Activities Office;
- O. Manage the Joint Commissions Committee budget and maintain records of all transactions in coordination with the Director of Diversity Efforts;
- P. Serve as a member of the Services and Activities Fee Committee;
- Q. ;
- R. Appoint at-large student representatives to the following committees through the Open Selection Process:
  1. ASUW Finance and Budget Committee
  2. Services and Activities Fee Committee, in coordination with the Vice President
- S. Serve as a member of all ASUW committees that allocate funds including, but not limited to, the Joint Commissions Committee;
- T. Work with the Director of Campus Partnerships to monitor the Husky Pride Fund;
- U. Meet with Entity Directors to ensure proper execution and implementation of provisions provided in the ASUW corporate budget;
- V. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation;
- W. Maintain accountability for twenty-five office hours per week, during which the Finance and Budget Director's activities and/or whereabouts are known to the Personnel Director and front office staff. During this twenty-five hour period, the Finance and Budget Director may schedule meetings and appointments, complete projects, and otherwise facilitate the work and mission of the ASUW;
- X. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation;
- Y. Work office hours remotely until the first wave of employee start dates, at which point begin working summer hours non-remotely.
- Z. Meet with the Student Activities Office advisor as needed and upon request;
- AA. Complete Quarterly Reports and Employee Evaluations as requested by the Director of Internal Policy and the Personnel Director, respectively, by the first week of the following quarter; and
- BB. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.
- CC. Serve as the Board Liaison to the ASUW Bike Shop, and;
- DD. Work with 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 this enterprise, and report any such changes to the Board of Directors. If the Finance and Budget Director rejects a proposal by an entity, both must attend a Board of Directors meeting within the next three weeks, with the proposal subject to a vote by the Board of Directors;
- EE. Advise the UW Student Food Cooperative's Bean Basket in matters pertaining to finance

## SECTION 5: Personnel Director

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The Personnel Director shall:

- A. Serve as an ex-officio member of the Board of Directors without vote, and attend all regularly-scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the President or Vice President;
- B. Serve as a member of the Executive Advisory Committee;
- C. Be hired through the Personnel hiring process. This individual shall take office with the incoming Board of Directors but shall be responsible for learning the position before Summer Quarter;
- D. Serve as the employee representative on the Board of Directors;
- E. Act as Chief Human Resources Officer of the Association by delivering the following:
  - a. Oversee all paid employee hirings in the Spring, in coordination with the Personnel Committee;
  - b. Oversee all volunteer and paid employee disciplinary procedures in coordination with the Personnel Policy and the Volunteer Policy;
  - c. Prepare the ASUW office space for incoming employees during Summer Quarter;
  - d. Plan an Association-wide Fall Orientation, in coordination with the Vice President and members of the Executive Advisory Committee;
  - e. Formally recognize the work of employees and volunteers through the Spring Social and End of Year Celebration, employee and volunteer of the month programs, and other measures as needed; and
  - f. Plan employee holiday and bonding events
  - g. Oversee the ASUW payroll in coordination with the Finance and Budget Director.
- F. Report Directly to the Vice President;
- G. Maintain a Personnel Policy for the ASUW in accordance with University and ASUW policies;
- H. Serve as Chair of the Personnel Committee;
- I. Appoint at-large student representatives to the Personnel Committee through the Open Selection Process;
- J. Serve as Chair, or appoint members of the Personnel Committee to chair the interviewing subcommittees of the Personnel Committee;
- K. Serve as a member of the Finance and Budget Committee to share the personnel and employee perspective concerned with monetary changes;
- L. Consult with the Director of Diversity Efforts, Director of Community Relations and Director of Communications to recruit diverse applicant pools for all paid positions;
- M. Maintain files of all students applying for ASUW Board of Directors appointed paid positions, including names, addresses, and phone numbers;
- N. Prepare and submit recommendations for employee appointment to the Board of Directors from the interviewing subcommittee of the Personnel Committee;
- O. Draft employment contract with all ASUW paid personnel specifying conditions of employment;
- P. Inform all hourly personnel of the University records to be processed with the Student Activities Office;
- Q. Advise the Board of Directors on procedures and policies covering ASUW paid positions;
- R. Work with the Finance and Budget Director to address any issues with employee payroll or wages;
- S. 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.
- T. Complete initiated projects as directed by the President or Vice 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. 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;
- X. Conduct one-on-one meetings with each of the hired employees of the Association in Fall and Winter quarter;
- Y. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation;
- Z. Maintain accountability for twenty-five office hours per week, during which the Personnel Director's activities and/or whereabouts are known to the President and the front office staff. During this twenty-five hour period, the Personnel Director may schedule meetings and appointments, complete projects, and otherwise facilitate the work and mission of the ASUW;
- AA. Work office hours remotely until the first wave of employee start dates, at which point begin working summer hours non-remotely.
- BB. Meet with the Student Activities Office advisor as needed and upon request;
- CC. Complete Quarterly Reports as assigned by the Director of Internal Policy by the first week of the following quarter; and
- DD. Complete transition materials to be submitted by the end of Spring Quarter.
- EE. Direct the advertising and recruitment of students to fill all vacant ASUW paid positions appointed by the Board of Directors in coordination with the Director of Communications.
- FF. Organize quarterly association-wide staff meetings in conjunction with the President, Vice President, Director of Communications and Finance and Budget Director.
- GG. Verify that all individuals holding the ASUW paid positions are undergraduate students with at least six credit hours or graduate students with at least four credit hours, or on leave.

## **SECTION 6: Communications Director**

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The Communications Director shall:

- A. Serve as an ex-officio member of the Board of Directors without vote and attend all regularly-scheduled Board of Directors meetings or special Board of Directors meetings unless officially excused by the President or Vice President;
- B. Serve as a member of the Executive Advisory Committee;
- C. Be hired through the Personnel hiring process. This individual shall take office with the incoming Board of Directors but shall be responsible for learning the position before Summer Quarter;
- D. Develop strategic marketing and communication plans designed to increase the visibility of ASUW, its events, services, and brand;
- E. Work with the ASUW Board of Directors and other ASUW entities to develop a branding strategy that effectively communicates to the student body;
- F. Serve as the primary writer, editor, and content manager for Association-wide promotional materials;
- G. Direct ASUW external communications by writing and copy editing press releases, editing speeches, providing professional and constituent correspondence, and creating other published materials;
- H. Report directly to the Vice President;
- I. Maintain a Communication Policy for the ASUW in accordance with University and ASUW policies;
- J. Oversee and manage the Office of Communication employees, assisting with different roles as needed;
- K. Collaborate with the UW Marketing and Communications Department as necessary;
- L. Appoint at-large student representatives to the following committees through the Open Selection Process:
  - a. Student Publication Board



- M. Communicate with on and off campus media and serve as the Board of Directors liaison to *The Daily*;
- N. Hold ownership and oversee management of the ASUW Slack account;
- O. Lead a thorough and informative marketing campaign for ASUW employment, making a concerted effort to inform UW students of the paid opportunities with the ASUW. This effort will also be extended to achieve an applicant pool that is representative of the diversity of the campus community;
- P. Create an Annual Report in coordination with the Vice President for the ASUW's constituents and stakeholders that highlights how the organization is working to meet strategic goals;
- Q. Serve as a resource for ASUW entities for developing their own publicity and visibility strategies;
- R. Work to standardize publicity efforts across the Association by educating employees about effective communication efforts;
- S. Ensure consistency and development of brand and marketing strategy across all employed media: social media, websites, email, flyers, agendas, print, and any other relevant sources;
- T. Work with the Personnel Director to resolve conflicts and job description issues with Office of Communications employees. If needed, work with them to recommend necessary sanctions or other correctional action according to the ASUW Personnel Policy;
- U. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation;
- V. Maintain accountability for twenty-five office hours per week, during which the Communication Director's activities and/or whereabouts are known to the Personnel Director and the front office staff. During this twenty-five hour period, the Communications Director may schedule meetings and appointments, complete projects, and otherwise facilitate the work and mission of the ASUW;
- W. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation;
- X. Work office hours remotely until the first wave of employee start dates, at which point begin working summer hours non-remotely.
- Y. Meet with the Student Activities Office advisor as needed and upon request;
- Z. Complete Quarterly Reports and Employee Evaluations as requested by the Director of Internal Policy and the Personnel Director, respectively, by the first week of the following quarter; and
- AA. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter.
- BB. Serve as the Board of Directors liaison to the Office of Outreach and Involvement.
- CC. Serve as the Board of Directors liaison to the UW Sponsorship Advisory Committee.
- DD. Collaborate with the Director of Internal Policy, HUB, and the Office of Student Life to collect, maintain, and record ASUW history

## **SECTION 7: Board of Directors Members At-Large**

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Six At-Large Board of Directors Representatives shall:

- A. Serve as members of the Board of Directors;
- B. Maintain accountability for office hours during which their activities and/or whereabouts are known to the Personnel Director and the front office staff. During office hours, the at-large Board of Directors members may schedule meetings and appointments, complete projects, and otherwise facilitate the work and mission of the ASUW;
- 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 Vice President;
- E. Meet with the Student Activities Office advisor as needed and upon request;

- F. Complete Quarterly Reports and Employee Evaluations as requested by the Director of Internal Policy and the Personnel Director by the first week of the following quarter;
- G. Complete transition materials to be submitted to the Personnel Director by the end of Spring Quarter;
- H. Attend ASUW mandatory training sessions and staff meetings, including but not limited to the ASUW Autumn Orientation;
- I. Complete other related tasks involving the Association not delineated in these Bylaws and as assigned by the ASUW President or Vice President;
- J. Be comprised of the following:
  - 1. The Director of Internal Policy, who shall:
    - a. Serve as the Chair of the Judicial Committee;
    - b. Serve as the Parliamentarian to the Board of Directors;
    - c. Ensure that ASUW Elections violations are enforced during Summer and Autumn Quarter in coordination with the incoming Elections Administration Committee Chair and the incoming Judicial Committee Secretary of Judgments;
    - d. Be responsible for ASUW compliance with record-keeping guidelines as delineated in Article IX;
    - e. Be a resource for the Board of Directors in drafting legislation and amending ASUW governing documents;
    - f. Work with the Administrative Assistants to ensure proper records management;
    - g. Create, maintain and update relevant sections of the ASUW Wiki interface;
    - h. 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;
    - i. Appoint at-large student representatives to the following committees through the Open Selection Process:
      - 1. ASUW Judicial Committee
      - 2. ASUW Elections Administration Committee, in coordination with the Elections Administration Committee Chair
      - 3. Library Fines Appeal Committee
      - 4. Student Conduct Code Revision Committee
      - 5. Committee on Academic Conduct
    - j. Work with HUB and the Office of Student Life to maintain and record 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 Quarterly Reports and Annual Reports are cohesive;
    - m. Register delineated and other OPMA qualifying internal ASUW meetings with the Office of Public Records;
    - n. Serve as the non-voting Board of Directors liaison to the Elections Administration Committee;
    - o. Serve as the Board liaison to the ASUW Student Senate;
    - p. Work with the ASUW Student Senate to develop goals and strategies for the year, and monitor Senate's performance under that plan on a regular basis;
    - q. Serve as a member of both the Graduate and Professional Student Senate and Graduate and Professional Student Senate Executive Committee with vote;
    - r. 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; and

- s. 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.
  - t. Collaborate with the Director of Internal Policy, HUB, and the Office of Student Life to collect, maintain, and record ASUW history.
2. The Director of Diversity Efforts, who shall:
- a. Coordinate inter-commission collaboration and diversity programming;
  - b. Consistently assess, research and act on issues concerning University students regarding the promotion of diversity;
  - c. Coordinate with the ASUW Personnel Director and the members of the Board of Directors to recruit diverse applicant pools for volunteer and paid appointments;
  - d. Serve as the Board of Directors liaison to all ASUW Commissions and maintain frequent communication with them;
  - e. Serve as the Board of Directors liaison to the Sexual Assault and Relationship Violence Activists (SARVA);
  - f. Chair weekly Joint Commissions Committee (JCC) meetings;
  - g. Manage the Joint Commissions Committee budget and maintain records of all transactions in coordination with the Finance & Budget Director;
  - h. Serve as a voting member of the Vice President for Minority Affairs and Diversity's Student Advisory Board;
  - i. Serve as a voting member of the Women's Center Student Advisory Board;
  - j. Serve as a member of the University Diversity Council;
  - k. Assist the Director of University Affairs in serving as a liaison to the Faculty Council on Women in Academia and Faculty Council on Multicultural Affairs;
  - l. Serve as the Board of Directors liaison to the Office of Minority Affairs and Diversity, Q Center, Women's Center, , Intellectual House, and D Center, and maintain frequent communication with these entities;
  - m. Serve as a Board of Directors liaison to the Ethnic Cultural Center;
  - 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; and
  - o. Work with the Personnel Director to resolve conflicts and job description issues concerning liaison employees. If needed, work with them to recommend necessary sanctions or other corrective action according to the ASUW Personnel Policy.
3. The Director of University Affairs, who shall:
- a. Serve as the Association representative to no more than five 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 and Women in Academia (see Article VI, Section 1A, 10);
    - 3. All University committees relevant to the jurisdiction of academic and administrative affairs, advisory or otherwise, which receive student representatives;
    - 4. All similar entities external to the Association at the discretion of the Association President;

- b. 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;
  - c. 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 towards fulfilling recommendations delineated by Senate resolutions related to faculty, administrative, and academic affairs;
  - d. Serve as an ex-officio member of the Provost's Advisory Committee for Students, and appoint all other Association representatives to this committee through Open Selection process in coordination with the President;
  - e. Appoint at-large student representatives to the following committees through the Open Selection Process:
    - 1. Provost's Advisory Committee for Students, in consultation with the ASUW President
    - 2. Faculty Council on Multicultural Affairs in coordination with the Director of Diversity Efforts
    - 3. Faculty Council on Women in Academia in coordination with the Director of Diversity Efforts
    - 4. Faculty Council on Tri-Campus Policy in coordination with the ASUW President
  - f. Serve as the ASUW liaison to the UW Sponsorship Advisory Committee;
  - g. Coordinate when necessary with the Graduate and Professional Student Senate (GPSS), especially the GPSS Vice President of Internal Affairs, on University-wide budgeting, academic, and administrative issues, and the GPSS Vice President of External Affairs, on issues relating to the legislature or city government;
  - h. 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; and
  - i. 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.
4. The Director of Programming, who shall:
- a. Oversee and coordinate all general and inter-ASUW collaborative programming;
  - b. Liaison to Arts & Entertainment and Rainy Dawg Radio and assist these entities in pursuing joint programming and promotions;
  - c. Liaison to the Student Food Cooperative
  - d. Plan the Everybody Every Body Fashion Show or similar large scale student facing event in coordination with the Student Health Consortium;
  - e. Serve as Chair of the Dawg Pack Advisory Committee
  - f. Appoint at-large student representatives to the following committees through the Open Selection Process:
    - 1. ASUW Dawg Pack Advisory Committee
  - g.
  - h. Plan and execute W Day in coordination with UW marketing;
  - i. Work with the UW Alumni Association to advertise the Homecoming Scholarship and choose Homecoming Scholarship recipients during Fall Quarter;

- j. Serve as the Board of Directors liaison to Registered Student Organizations (RSOs), including sitting on, or being responsible for appointments to, the Office Space Assignment Committee;
  - k. Plan the RSO Leaders Summit;
  - l. Serve as the Board of Directors liaison to Registered Student Organizations (RSOs);
  - m. Assist all ASUW employees in programming efforts;
  - 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; and
  - 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. Oversee the maintenance and fundraising of the Husky Pride Fund, which will include:
    - 1. Advertising the fund;
    - 2. Creating and implementing means for raising money for the fund;
    - 3. Maintaining the Husky Pride Fund t-shirt program through the University Bookstore;
    - 4. Continuing the change collection program; and
    - 5. Submitting a report of all collections and expenditures of the fund to the ASUW Board of Directors no later than the final week of each academic quarter.
  - q. Serve as a member on the Special Appropriations portion of the Finance and Budget Committee
  - r. Serve as the ASUW liaison to Green Husky Coalition and Sustainability Action Network;
5. The Director of Community Relations, who shall:
- a. Serve as the Board of Directors liaison to the Residential Community Student Association;
  - b. Serve as the Board of Directors liaison to Greek communities and councils, including but not limited to Panhellenic, the Intrafraternity Council, National Panhellenic Council and the United Greek Council;
  - c. Serve as the Board of Directors liaison to the Commuter and Transfer Commons;
  - d. Serve as the Board of Directors liaison to Student Veteran Life
  - e. Serve as the Board of Directors liaison to international student organizations
  - f. Serve as the ASUW liaison to Parent & Family Programs;
  - g.
  - h. Work with Student Senators to ensure that appropriate actions are being taken to follow through on Senate resolutions related to the campus community;
  - i. Serve as the ASUW liaison to UW Housing and Food Services;
  - j. Serve as a member of UW Housing and Food Services student Budget Advisory Committee;
  - k. Serve as the ASUW liaison to the Washington Student Athlete Advisory Council;
  - l. Serve as the ASUW representative to North of 45<sup>th</sup> Committee;
  - m. Coordinate with the UW Alumni Association to plan Homecoming activities during Summer and Fall Quarter;

- 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.
6. The Director of Campus Partnerships, who shall:
- a. Serve as the Board of Directors liaison to the University Bookstore with the support of the Director of Programming 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;
  - b. 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 Emergency Management Committee, when needed; and
    - 2. Serving as the Chair of the Student Safety Advisory Board.
    - 3. Submitting a report of all meeting updates to the ASUW Board of Directors no later than the final week of each academic quarter.
    - 4. Serve as the ASUW Representative to the North of 45<sup>th</sup> Committee
  - c. Serve as the ASUW liaison to the Office of Student Conduct and Community Standards;
  - d. Serve as the ASUW representative to the U-District Partnership or any relevant subcommittees;
  - e. Serve as the ASUW liaison to the Student Health Consortium
    - 1. The Student Health Consortium will, under the direction of the Director of Campus Partnerships, liaison to Hall Health, Health and Wellness, and the UW Counseling Center
    - 2. The Student Health Consortium Director will serve as the assigned proxy for the Director of Campus Partnerships to:
      - I. Student Health Insurance Review Committee
      - II. Hall Health Advisory Committee
      - III. Counseling Center Advisory Board
      - IV. Health and Wellness Council
    - 3. The Student Health Consortium Director will liaison to any ad hoc committee relating to health and wellness
    - 4. The Director of Campus Partnerships may choose to serve on any or all of these committees at their discretion
  - f. Serve as the ASUW liaison to UW Recreation and its units, including but not limited to the IMA and ASUW Shellhouse;
  - g. Serve as the ASUW liaison to Intercollegiate Athletics
  - h. Serve on the Student U-Pass Advisory Board;
  - i. Serve on the Campus Sustainability Fund Committee as an ex officio, or appoint a proxy;
  - j. Serve as the ASUW liaison to UW Sustainability
  - k. Appoint at-large student representatives to the following committees through the Open Selection Process;
    - 1. Student Safety Advisory Board
    - 2. U-Pass Advisory Board
    - 3. University Transportation Committee
    - 4. Campus Sustainability Fund
    - 5. Environmental Stewardship Advisory Committee
    - 6. North Precinct Advisory Council
  - 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;

- K. Each year, during Autumn and Winter quarters, the Board of Directors shall consult with the Director of Internal Policy and the Judicial Committee about possible changes to Article I.
- L. No changes shall be made to the ASUW Bylaws without a recommendation from the Judicial Committee and a  $\frac{3}{4}$  vote of the voting members of the Board of Directors;

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**SECTION 8: The Graduate and Professional Student Senate Representative**

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

- A. Serve as a member of the Board of Directors, with vote; 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.

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**SECTION 9: The Student Senate Representative**

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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.

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**SECTION 10: The Chair Pro-Tempore**

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The Chair Pro-Tempore shall:

- A. Be elected by the Board of Directors, as directed in Article VII, Section 2B of the ASUW Constitution; and
- B. Discharge the duties of the President as delineated in Article VI, Section 2B of the ASUW Constitution.

**ARTICLE III  
FUNCTIONS AND POWERS OF THE BOARD OF DIRECTORS**

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**SECTION 1: Approval of Legislative Agenda**

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- 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]
- 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. Approval of Legislative Agenda
1. The Legislative Agenda shall be sent to the Board of Directors and presented first to the Student Senate by the sixth meeting of Autumn Quarter. Throughout the approval process, both the Student Senate and Board of Directors shall consider the Legislative Agenda in an expedited manner at all stages. The Student Senate may make amendments and approve the Legislative Agenda in accordance with their bylaws. This passage shall occur by the Senate meeting of week eight of Fall Quarter.
  2. After approval in the Student Senate, the Agenda shall be presented with the Student Senate's proposed changes to the Board of Directors for approval or recommitment of the Agenda to the Student Senate.
    - a. If the Board of Directors approves the Legislative Agenda, then the Agenda takes effect immediately.
    - b. If the Board of Directors believes non-grammatical changes need to be undertaken on the Senate approved Legislative Agenda, they may choose to recommit the Agenda, with specific recommendations for changes, to the Student Senate by the concurrence of two-thirds of its voting membership. The recommitted Agenda must be further considered by the Student Senate at their next meeting. When the Student Senate again approves the recommitted Agenda, with or without amendments, the Agenda must be presented to the Board of Directors again.
      - i. Recommitment of the Legislative Agenda can occur multiple times, regardless of whether the Student Senate has or has not made amendments to the recommitted Agenda.
      - ii. In subsequent considerations of the Legislative Agenda, the Board of Directors may again recommit the Agenda with specific recommendations for changes, to the Student Senate by the concurrence of two-thirds of its voting membership. The recommitted Agenda must again be further considered by the Student Senate at their next meeting. When the Student Senate again approves the most recently recommitted Agenda, with or without amendments, the Agenda must be presented to the Board of Directors again for approval, recommitment, or veto.
    - b. If the Board of Directors, in its consideration of the Agenda, vetoes the Agenda by the concurrence of two-thirds of its voting membership, then the Agenda does not take effect unless the Student Senate passes the identical Agenda again by the concurrence of three-fourths of its present and voting membership.
    - c. If the Board of Directors takes no action to approve, recommit, or veto the first Legislative Agenda passed by the Student Senate within fourteen calendar days after passage, the Agenda passed by the Student Senate takes effect.
    - d. If the Board of Directors and the Student Senate fail to pass a Legislative Agenda by the Friday Week 10 of Fall Quarter, the ASUW will revert to using the Legislative Agenda adopted in the previous academic year.

### **SECTION 3: Organizational Affiliates**

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- A. The ASUW Board of Directors shall determine the membership of the ASUW in the Washington Student Association and other organizations by the third week of Autumn Quarter and shall record this decision in the form of a Board Bill. Failure to render a decision on WSA and other



organizations membership will default in the ASUW retaining its membership status from the previous year.

#### **SECTION 4: Board of Directors Bills**

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- 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 number of Board of Directors Bills of the same classification that has been submitted to the Administrative Assistant to the Board of Directors that session. The first Bill of each type during a session shall start at 1.
- 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 VI ASUW REPRESENTATIVE APPOINTMENTS FOR COMMITTEES**

#### **SECTION 1: Board Committee Appointments**

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- A. The following Board members appoint representatives to, or oversee the following committees and issue areas:
  - 1. The President shall be responsible for appointments regarding student representation on committees that interact with the University of Washington Board of Regents and all other committees that do not fall under other Board member’s discretion. This includes, but is not limited to:
    - a. Student Regent Selection Committee
    - b. Provost’s Advisory Committee for Students, in coordination with the Director of University Affairs
  - 2. The Vice President shall be responsible for appointments regarding student representation on committees regarding the entities they liaison to, in addition to the Services and Activities

- Fee Committee and Student Technology Fee Committee in coordination with the Finance and Budget Director. This includes, but is not limited to:
- a. HUB Board of Representatives
  - b. Services and Activities Fee Committee, in coordination with the Finance and Budget Director
  - c. Student Technology Fee Committee, in coordination with the Finance and Budget Director
3. The Finance and Budget Director shall be responsible for appointments regarding student representation on committees regarding the ASUW Budget and appropriations, as well as the Service and Activities Fee Committee in coordination with the Vice President. This includes, but is not limited to:
    - a. ASUW Finance and Budget Committee
    - b. Services and Activities Fee Committee, in coordination with the Vice President
  4. The Personnel Director shall be responsible for appointments regarding student representation on committees regarding ASUW Personnel matters. This includes, but is not limited to:
    - a. ASUW Personnel Committee
  5. The Communications Director shall be responsible for appointments regarding student representation on committees regarding communications and the media . This includes, but is not limited to:
    - a. Student Publications Board
    - b. UWTV Advisory Board
  6. The Director of Community Relations shall be responsible for appointments regarding student representation on committees regarding athletics, the campus community, and the entities they serve as a liaison to. This includes, but is not limited to:
    - a. North of 45<sup>th</sup> Committee
  7. The Director of Diversity Efforts shall, in coordination with the Director of University Affairs, be responsible for appointments regarding student representation on committees regarding diversity and the entities they serve as a liaison to. This includes, but is not limited to:
    - a. Faculty Council on Multi-Cultural Affairs
    - b. Women of Academia Faculty Council
  8. The Director of Internal Policy shall be responsible for appointments regarding student representation on committees regarding governing documents, appeals, and the entities they serve as a liaison to. This includes, but is not limited to:
    - a. ASUW Judicial Committee
    - b. ASUW Elections Administration Committee, in coordination with the Elections Administration Committee Chair
    - c. Library Fines Appeal Committee
    - d. Student Conduct Code Revision Committee
    - e. Committee on Academic Conduct
  9. The Director of Programming shall be responsible for appointments regarding student representation on committees regarding programming and the entities they serve as a liaison to.
  10. The Director of University Affairs shall be responsible for appointments regarding student representation on University Faculty Councils and committees regarding academics and the cost of education. This includes, but is not limited to:
    - a. Provost's Advisory Committee for Students, in coordination with the ASUW President
    - b. Course Fee Review Committee
    - c. Faculty Council on Benefits and Retirement
    - d. Faculty Council on University Facilities and Services

- e. Faculty Council on Tri-Campus Policy
  - f. Faculty Council on University Libraries
  - g. Faculty Council on Research
  - h. Faculty Council on Faculty Affairs
  - i. Faculty Council on Academic Standards
  - j. Faculty Council on Student Affairs
  - k. ASUW Legislative Steering Committee
  - l. ASUW Legislative Planning Committee
11. The Director of Campus Partnerships shall be responsible for appointments regarding student representation on committees regarding University auxiliary units, student safety and health, the environment, transportation, and the entities they serve as a liaison to. This includes, but is not limited to:
- a. On-Campus Buildings Committee
  - b. Student Safety Advisory Board
  - c. University Bookstore Board of Trustees
  - d. UPASS Advisory Board
  - e. University Transportation Committee
  - f. Campus Sustainability Fund
  - g. Environmental Stewardship Advisory Committee
  - h. Student Health Insurance Review Committee
  - i. Hall Health Advisory Committee
  - j. Counseling Center Advisory Board
  - k. Health and Wellness Council
  - l. North Precinct Advisory Council
  - m. Student Health Consortium
  - n. Intercollegiate Athletics
  - o. North of 45<sup>th</sup> Committee
  - p. UW Sustainability
- B. In the instance that a new opportunity for student representation arises, that does not fall under the stipulations in Article 6, Section 3 of the ASUW Bylaws, the Board shall decide who makes the appointment, based on the spirit of the issues area in Article 6, Section 1A.
- C. The Student Senate shall be responsible for selecting Senate liaisons to ASUW and University Committees.

## **SECTION 2: Committee Appointments**

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- A. All ASUW representative appointments shall be reported to the Board of Directors by the Board member responsible for the appointment, and are subject to reconsideration. A majority vote by the Board may overturn any appointment by the Board member responsible for the appointment.
- B. ASUW appointees to committees may not automatically remain on a committee after their term expires. Appointees may reapply and go through the Open Selection Process. Reappointments must be reported to the Board of Directors. No ASUW appointee to an ASUW committee, except those that have open membership, may serve more than two consecutive terms. Appointees to ASUW Student Senate, ASUW Committees that have open membership, and University Committees may serve additional terms so long as they undergo the necessary process for each term they serve.
- C. No ASUW representative may be appointed to more than three at-large appointments to ASUW committees, nor shall any ASUW representative be appointed to more than three at-large positions of the committees delineated in Article XI of the ASUW Constitution. In regards to summer

volunteer appointments, the outgoing Board member responsible for the appointment shall appoint for these positions during their term in office in Spring Quarter.

- D. Board members shall not have priority in selection for ASUW committees.
- E. Appointees to University Committee, Faculty Councils, Faculty Committees, College Councils and Community Committees shall sign an agreement that they will represent the opinion of the ASUW if expressed. Appointees to ASUW Committees shall not be required to represent the opinion of the ASUW.
- F. ASUW Student Senate Representatives and Senators not appointed by the Board of Directors shall be an exception to the Open Selection Process and shall follow all procedures outlined by the ASUW Student Senate Bylaws and Rules not inconsistent with the ASUW Constitution and Bylaws.
- G. The procedure for open selection shall be established in this section of the Bylaws and shall be applied to all non-paid ASUW appointments except those to the Student Senate. The Open Selection Process shall be defined as follows:
  - 1. The screening of applicants shall occur by applicants completing the online volunteer application form created by the Board member responsible for the appointment;
  - 2. Every effort should be made to acquire at least two applicants before closing the application and/or conducting interviews. It is up to the discretion of the committee chair or board member responsible (or an approved employee) for the appointment, as to whether or not interviews will be conducted for the position, or if selection will be made based upon applications. In instances of a large applicant pool for a single committee, the applicant pool may be reduced in order to conduct interviews.
  - 3. All interviews for ASUW appointments must be conducted by the Chair of the respective committee. All interviews for non-ASUW committees shall be conducted by the Board member responsible for the appointment or an approved employee.
  - 4. Basis for Selection:
    - a. The underlying basis for selection of all volunteers requires that appointees have a desire to become enthusiastic participants in the Associations and University;
    - b. Appointees demonstrate either past experience in the work of the committee or volunteer position or a desire to acquire some experience;
    - c. In the case of non-ASUW committees, appointees must express a commitment to representing student interests as determined by the Board of Directors and Student Senate.
  - 5. Committees designated in these Bylaws as having 'open membership' are not subject to the Open Selection Process.
- H. If there is more than one ASUW seat on an ASUW committee or group, outgoing Board members, in accordance with the Open Selection Process, shall be allowed to appoint up to 50% of the at-large members for those committees or groups for the following academic year, with the exception of the Legislative Steering Committee, which the outgoing Director of University Affairs shall be allowed to appoint all volunteers for the following academic year.
- I. The outgoing Board member responsible for the appointment, in accordance with the Open Selection Process, shall be allowed to appoint all at-large members for those University committees with ASUW seats to serve terms during the following year except those seats to be filled by members of the Board of Directors.
- J. No employee of the Association, other than those mandated by Article XI of the ASUW Constitution, shall be permitted to be appointed as an at-large member to a Delineated Committee of the ASUW.
- K. The following are defined as University Committees:
  - 1. All faculty councils
  - 2. All advisory committees, councils, and boards
  - 3. Student Technology Fee Committee
  - 4. Services and Activities Fee Committee
  - 5. University Bookstore Board of Trustees

6. Committee on Academic Conduct
7. Library Fines Appeals Committee
8. Student Conduct Code Revision Committee
9. Course Fee Review Committee
10. Campus Sustainability Fund
11. All other committees declared as such by vote of the Board of Directors.

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**SECTION 3: Appointments to Ad-Hoc or Special University Committees**

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- A. In the case of volunteers for ad-hoc or University Committees, defined as those University Committees that arise for a special purpose and are not recurring, the Board member responsible for appointing representatives for that issue area shall directly make an appointment, subject to approval by the Board of Directors.
- B. These appointments shall only be made when adherence to the Open Selection Process would preclude adequate ASUW representation in important committee deliberations.
- C. These appointments, as well as the justification for why the Open Selection Process is being avoided, must be presented as a board bill.
- D. The Board, after one academic quarter has the option to review the appointee and recommend the Open Selection Process or removal of the appointee.

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**SECTION 4: Interim Appointments**

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- A. In cases where all of the provisions of the Open Selection Process shall result in an unreasonable delay in filling an unexpected vacancy on a committee, the Board member responsible for making the appointment shall make an interim appointment, subject to approval by the Board of Directors.
- B. Interim appointments shall be made for a period of no more than four weeks.
- C. Interim appointments shall only be made when adherence to the Open Selection Process would preclude adequate ASUW representation in important committee deliberations.
- D. Interim appointments must be presented as a board bill and shall include the reasons for needing an interim appointment and the term of appointment.

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**SECTION 5: Student Senate Representatives**

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- A. ASUW Student Senate representatives shall be selected by the Student Senate.
- B. One ASUW representative on the Services and Activities Fee Committee shall be an ASUW Student Senate representative.
- C. One ASUW representative on the Student Technology Fee Committee shall be an ASUW Student Senate representative.
- D. Other University committees may request an ASUW Student Senate Representative.
- E. One ASUW representative to the Graduate and Professional Student Senate shall be an ASUW Student Senate representative.
- F. The ASUW Student Senate shall have at least one representative on each ASUW standing committee.

**ARTICLE VII  
COMMITTEES OF THE BOARD OF DIRECTORS**

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**SECTION 1: Committee Membership and Attendance**

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- A. Members of ASUW committees shall be allowed no more than one unexcused absence, with no more than four accumulated absences over the period of an academic quarter, except for the Student Senate, which shall adopt its own attendance policy in its Bylaws.
- B. All members of the Board of Directors shall be authorized to proxy their vote to any other member of the Board of Directors, provided that no Board member hold more than one proxy vote at any time in that given meeting.
- C. A Board member that anticipates requiring a proxy for a majority of meetings for any given academic quarter shall be required to submit a bill to the Board of Directors.
- D. Excused absences must be cleared by the Chair of each committee, and the committee shall be informed at each meeting whether committee members who are not present are excused or not.
- E. A committee member whose absence was not excused may appeal the Chair's ruling to the Committee at the next meeting at which they are in attendance. The Committee may overrule the Chair's decision by a simple majority vote.
- F. The Chair of any committee, except for the Student Senate, shall recommend to the President the removal of any committee member who has more than one unexcused absence or more than four accumulated absences. The Chair of the Student Senate, with the consent of the Student Senate Steering Committee, shall recommend the removal of any Student Senate member for absence, according to the Student Senate Bylaws.
- G. Vacancies created by the removal of committee members shall be filled in the same manner as the original appointment was made. The Board member responsible for the appointment may make an interim appointment, with the confirmation of the Board of Directors, in cases where an appointment is needed immediately. The interim appointment shall only be until such a time as the position can be filled.
- H. The Chair of any committee may request that the Board of Directors remove any committee member after one written warning to that committee member citing inadequate committee participation or performance as determined by a consensus of the committee, or of the Steering Committee in the Student Senate's case, or as deemed necessary by the Committee Chair.
- I. Reasons for such a request by any Chair shall include, but not be limited to, repeated avoidable absences, repeated tardiness, inability to carry out work assignments as directed by a simple majority of the committee, lack of cooperation with fellow workers, inappropriate conduct or behavior as determined by a consensus of the committee, or gross misconduct.
- J. Committee members shall be ineligible to vote, if, upon arrival at a meeting of the committee, the member is late, or if the member leaves the meeting during a discussion of the matter under consideration by the committee, unless permission to vote is granted by the Chair.

## **SECTION 2: Application Guidelines**

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- A. No application for an ASUW position shall ask for "living group" or "living affiliation" information, except for those of the Student Senate and those provided for therein.
- B. All ASUW appointments shall be consistent with UW Equal Opportunity and non-discrimination guidelines.

## **SECTION 3: Reports from Committees**

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- A. Reports from committees shall be submitted to the Board of Directors by the Chair of the committee or by a Board member on the committee. Such reports shall be submitted at the next regular meeting of the Board of Directors, following the committee meeting at which time the committee voted to make a recommendation to the Board of Directors. The committee report shall

include, but not be limited to, the recommendation of the committee, the committee vote, and any minority reports from the committee members.

- B. Reports from committees shall be acted upon as the Board of Directors determines. The Board of Directors shall consider itself officially notified of a committee recommendation upon receipt of the written report from the committee by the Clerk of the Board of Directors.

#### **SECTION 4: Resolutions of Student Opinion**

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- A. Resolutions of student opinion passed by the Student Senate shall stand as the official student opinion of the ASUW, unless the Board of Directors takes action as per the ASUW Constitution, Article IX, Section 4. This action must take place within two meetings of the presentation to the Board of Directors of the resolution. The presentation must occur at the next Board of Directors meeting following the passage of the resolution by the Senate.
- B. Resolutions that stand as the official student opinion of the ASUW shall be represented by ASUW appointees to University committees, faculty councils, college councils, and faculty committees when relevant.

#### **SECTION 5: Committee Rules, Policies, and Procedures**

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- A. Each committee shall establish, with a two-thirds affirmative vote and the approval of the Board of Directors, necessary Rules, Policies, and Procedures.
- B. Changes to committee Rules, Policies, and Procedures require a two-thirds affirmative vote of the committee and the approval of the Board of Directors.
- C. Each committee shall keep on file a current copy of any and all Rules, Policies, and Procedures.

#### **SECTION 6: Delineated Committees**

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- A. All delineated committees are named and defined in the ASUW Constitution Article XI, Section 1A.

#### **SECTION 7: Standing Committees**

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The following are the Standing Committees of the ASUW, as defined in Article XI, Section 1B of the Constitution and have all rights and privileges stated therein:

- A. Student Safety Advisory Board
  - 1. Membership:
    - a. There shall be fifteen voting members, as follows:
      - i. The Director of Campus Partnerships, who shall serve as Chair;
      - ii. The ASUW President or proxy;
      - iii. One representative of the ASUW Student Senate;
      - iv. The Panhellenic Association Vice President of Risk Management;
      - v. The Interfraternity Council Chief Justice;
      - vi. One representative selected from each of the following groups:
        - a. Residential Communities Student Association;
        - b. Graduate and Professional Student Senate;
        - c. United Greek Council;

- d. Vice President for Minority Affairs and Diversity's Student Advisory Board;
        - e. National Panhellenic Council.
      - vii. Two commuter students to be selected through the Open Selection Process in the absence of a commuter union recognized by the Chair;
      - viii. Three at-large student representatives, who shall be selected through the Open Selection Process.
    - b. There shall be six ex-officio non-voting members, one selected from each of the following groups:
      - i. Office of Vice Provost for Student Life;
      - ii. University of Washington Police Department;
      - iii. University of Washington Housing and Food Services;
      - iv. ASUW Women's Action Commission;
      - v. ASUW Sexual Assault and Relationship Violence Activists; and
      - vi. Student Activities Office Advisor.
  - 2. The functions of the Student Safety Advisory Board shall be as follows:
    - a. Plan and oversee the implementation of campus crime prevention and student safety efforts;
    - b. Initiate projects as deemed necessary and complete projects delegated to the Committee by the Board of Directors;
    - c. Work in conjunction with the UW Police Department to educate students on crime prevention; and
    - d. Report to the Board of Directors quarterly.
- B. Interim Finance and Budget Committee
  - i. There shall be an Interim Finance and Budget Committee comprised of three voting members during Summer Quarter, as follows:
    - ii. The Finance and Budget Director, who shall serve as Chair;
    - iii. The ASUW President or their proxy;
    - iv. The ASUW Vice President.
- C. Joint Commissions Committee (JCC)
  - 1. Membership:
    - a. Voting members of JCC shall consist of the following:
      - i. The Director from each ASUW Commission;
      - ii. The ASUW President or proxy;
      - iii. The Director of Diversity Efforts, who shall serve as the Chair;
      - iv. One member of the Student Senate, who shall serve as a liaison between the JCC and the Senate;
      - v. A representative from the Sexual Assault and Relationship Violence Activists.
    - b. There shall be ex-officio non-voting members, as follows
      - i. A representative from the Student Activities Office;
      - ii. A representative from the Student Health Consortium;
      - iii. A representative from the Vice President for Minority Affairs & Diversity's Student Advisory Board;
      - iv. The ASUW Finance and Budget Director.
      - v. A representative from the Office of Government Relations;
  - 2. The functions of the Joint Commissions Committee shall be as follows:
    - a. Allocate Joint Commissions Committee funding, in accordance with the following guidelines:
      - i. Any allocation must be approved by a simple majority of the voting members present, and contingent upon quorum being met. Quorum shall consist of at least five voting members;



- ii. The Joint Commission Committee may not financially sponsor Registered Student Organization events. Two or more commissions may team up to work in collaboration with Registered Student Organizations to host events so long as these commissions are the primary lead on the that they are seeking to fund. In this case the event will be considered a led co-sponsored event;
- iii. The money allocated shall foster the other stated purposes of the Committee, with an emphasis on allowing flexibility, joint programming, and any other collaboration between different Commission Directors.
- iv. In the case of unspent dollars in voting members' Commissions' individual budgets at the end of the fiscal year, the remaining operating funds shall be carried over and made available in the Joint Commissions Committee Fund for two additional years, as delineated in the ASUW Financial Policy, not to exceed \$15,000 in total;
- v. The Joint Commissions Committee Fund allocations should not be the sole funding source of a co-sponsored event; all parties should contribute financially in a shared financial obligation between the Joint Commissions Committee and two or more voting members of JCC;
- vi. Requests for Joint Commissions Committee Funds must be submitted three weeks prior to the event unless permission is granted by a two-thirds majority vote from JCC;
- vii. The maximum amount that can be requested from the JCC Fund each quarter shall be set at the first JCC meeting of each respective quarter;
- viii. Upon request for funds, the two or more commissions requesting funds must submit appropriate budget documents as determined by the JCC Fund Request Form;
- ix. The criteria and procedures applied by the Joint Commissions Committee shall not discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, gender identity, citizenship status, or disability.
- x. The Joint Commissions Committee shall prioritize the following when making funding recommendations and decisions, as delineated in Article V, Section 11 of the ASUW Bylaws:
  - a. Preference will be given to events demonstrating a breadth of appeal;
  - b. Preference will be given to events directed primarily at UW students;
  - c. Preference will be given to aspects of requests that are essential to the event's success (i.e. room requests, appropriate publicity materials, etc.);
- xi. Any change in an event which alters its objectives or the way in which the objectives are sought as described at the time of the appropriations must have approval of a majority of voting members present from the Joint Commissions Committee in order to retain funding, given that the voting is publicized one week prior to voting occurring.
- xii. For requests less than or equal to \$1,000, the Joint Commissions Committee may allocate funds from the Joint Commissions Committee Fund. These decisions shall be reported to the Board of Directors at the next regular meeting, before the event takes place.
- xiii. For requests in excess of \$1,000, the Director of Diversity Efforts shall submit a Board Bill to be approved by the Board of Directors, on behalf of the Joint Commissions Committee.

- xiv. A minimum of \$1,000 must remain in the fund at the end of the fiscal year to ensure the continuation of the fund.
- xv. At the end of the fiscal year, the Finance and Budget Director shall tabulate and report the remaining Commission funds to be transferred into the next academic year's Joint Commissions Committee Fund.
- xvi. The JCC Chair shall meet with the Finance and Budget Director by the third week of Fall Quarter to discuss the balance of the Joint Commissions Committee Fund for the current academic year.
- xvii. The JCC Chair shall keep a record of all events sponsored and hosted by the Joint Commissions Committee Fund. These records will be kept at least for the next five years following a request.
- xviii. All uses of the Joint Commissions Committee Fund shall be in accordance with the ASUW Financial bylaws and policies.
- b. Establish the coordination, communication, and interaction between the ASUW Commissions;
- c. Disperse information related to the operation, goals, and changing condition of each Commission to constituents;
- d. Ensure the attendance and involvement of all voting members with Commission activities. The Chair shall be required to actively seek meeting times that allow for maximum attendance of all voting members;
- e. The Joint Commissions Committee shall meet weekly, excepting cancellation by the Committee Chair;
- f. The Commission Directors shall submit forms to the Chair every other meeting regarding individual Commission endorsements and co-sponsorships, so the Chair can submit updates to the ASUW Board of Directors.

g.

#### D. Executive Advisory Committee

##### 1. Membership

a. There shall be five non-voting members as follows:

- i. ASUW President;
- ii. ASUW Vice President, who shall act as chair;
- iii. Finance and Budget Director;
- iv. Communications Director; and
- v. Personnel Director

b. The members of this committee hold no governing power and shall only advise one another on relevant topics concerning the internal maintenance of the ASUW and its employees.

2. The functions of the Executive Advisory Committee are as follows:

- a. Advise one another on relevant topics concerning the internal maintenance of the ASUW and its employees, including, but not limited to how personnel and financial matters intersect and how new internal initiatives will be communicated to employees; and
- b. Assess the internal operations of the Association and collaborate on ways to improve office operations and morale.

3. Only issues concerning the internal operations of the Association shall be discussed. No issues concerning external operations or issue areas that at-large Board members cover shall be discussed in these advisory meetings. No policy decisions that should be brought to the Board of Directors for final approval shall be made.

a. The Vice President is responsible for sending all Board of Directors members copies of upcoming Executive Advisory Committee discussion items no later than two days in advance.

## **SECTION 8: Ad Hoc Committees**

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### A. Dawg Pack Advisory Committee

#### 1. Membership:

a. There shall be nine voting members, as follows:

- i. The Director of Programming, who shall serve as Chair;
- ii. The ASUW President, or proxy;
- iii. The GPSS President, or proxy;
- iv. One representative of the ASUW Student Senate;
- v. Three at-large undergraduate representatives, who shall be selected through the Open Selection Process;
- vi. One at-large graduate student representative, and;
- vii. One additional GPSS representative, who may be an at-large graduate student representative, or a locally-located, recent UW graduate.

b. There shall be two ex-officio non-voting members, one selected from each of the following groups:

- i. Student Activities Office Advisor;
- ii. University of Washington Intercollegiate Athletics (ICA) Marketing Department;

c. A Vice-Chair shall be selected from one of the voting members, excluding the Director of Campus Partnerships, in a manner at the discretion of the Chair.

#### 2. The functions of the Dawg Pack Advisory Committee shall be as follows:

- a. Open channels of communication between ICA and the student body to facilitate mutual understanding, collaboration, and feedback about the game day experience for students and athletic event policies;
- b. Advise ICA on all matters pertaining to Dawg Pack season tickets, including pricing structure, sales, and marketing/promotional strategies;
- c. Collaborate with ICA staff to implement the programs and initiatives outlined in the Memorandum of Understanding, which aim to:
  - i. Recognize exemplary achievements of University of Washington students at athletic events;
  - ii. Create and maintain opportunities for any student to attend Husky Athletic events, regardless of financial status;
  - iii. Ensure Husky athletic events meet the needs and interests of non-traditional and underrepresented student communities, and;
- d. Review the Memorandum of Understanding no less than once every four years, and;

Report to the ASUW Board of Directors annually.

## **SECTION 9: Program & Enterprise Standing Committees**

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The following are Standing Committees of the ASUW, as defined in Article XI, Section 1 of the Constitution, and have all the rights and privileges stated therein:

### A. Bike Shop Advisory Committee (BSAC)

#### 1. Membership:

- a. The ASUW Board of Directors liaison to the Bike Shop, who shall serve as Chair;
- b. Additional Bike Shop mechanics and employees;
- c. The ASUW Bike Shop Manager;
- d. Additional guests invited by the chair of the committee, such as ASUW employees and those not affiliated with the Bike Shop, without vote;

- e. The HUB Director of proxy, without vote;
- f. A representative of the Student Activities Office, without vote.
- 2. Meetings of the Bike Shop Advisory Committee:
  - a. Meetings shall be 5 times a quarter. Meeting times or frequency may be adjusted at the discretion of the Committee.
- 3. The function of the Bike Shop Advisory Committee shall be to critically evaluate the business structures and processes of the shop by considering the following:
  - a. Inventory management;
  - b. Marketing and promotions;
  - c. Pricing and services;
  - d. Supply chain management;
  - e. Point of Sales System and interaction with HUB Cashier; and
  - f. Any other relevant areas deemed appropriate by the Chair of the committee.
- 4. Decisions of the BSAC may be appealed to the Board of Directors within two weeks of the Bike Shop Advisory Committee decision. Appeals to the Board of Directors must be made in writing and submitted to the Board of Directors Administrative Assistant. The Board of Directors shall commence review of the appeal within two weeks of the filing for appeal. All Board of Directors' decisions are final.

**SECTION 10: Task Forces**

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- A. Task Forces of the ASUW shall be created for specific issues. The greater purpose of a Task Force may be, but is not limited to:
  - 1. Creating or eliminating an ASUW Entity;
  - 2. Serving as Working Groups that explore on-campus or external issues affecting students;
  - 3. Serving as Review Groups to evaluate the internal structures and functions of ASUW Entities (as set forth in the *Personnel Policy*).
- B. The creation of a task force must be approved by the Board of Directors with an express task and desired outcome, and it shall not continue past the end of the academic year in which it is created unless the Board of Directors approves continuation.
- C. The Chair of the Task Force shall be appointed by or from the Board of Directors.
- D. Task Forces specifically designated to have open membership will have members selected by the Chair and approved by the Vice President. All other Task Forces will appoint at-large members using the Open Selection Process, as defined in Article VI, Section 2G.
- E. Every Task Force shall have a liaison from the Student Senate, pursuant to the ASUW Constitution, and at least one liaison from the Board of Directors, who may also serve as Chair of the Task Force.

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

**SECTION 1: Submitting Proposals for Amendments to Bylaws**

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- 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, Enterprises, or Programs must review proposed changes before they are presented to the Board of Directors. The Judicial Committee should notify the respective Commissions, Enterprises, and Programs to obtain comments, feedback, and recommendations during the review process.

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**SECTION 2: Proposing Amendments to Committee and Task Force Bylaws**

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- A. Each Committee and Task Force established in the Bylaws, or by the Board of Directors, may formulate its own Bylaws. All Bylaws must be approved by a two-thirds vote of the Committee or Task Force and a majority of the Board of Directors before taking effect.
- B. The Board of Directors cannot amend a Committee's or Task Force's Bylaws without the respective Committee's approval.

**ARTICLE XIV  
THE BYLAWS OF THE ASUW**

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**SECTION 1: Procedures for Proposing Amendments to the ASUW Bylaws**

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- 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.
- C. Amendments to the ASUW Bylaws must be approved by a two-thirds vote of the Board of Directors to take effect.

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**SECTION 2: Presenting Proposed Constitutional Amendments or Ballot Measures**

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- 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.
  - 6. The Judicial Committee shall ensure that ballot measures convey the entirety of the direct effects upon approval and contain no preference, bias, or rationale in favor or against.
- B. **Initiatives in the General Election:**
  - 1. In order for a ballot 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 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. 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 majority 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.
- 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**

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- A. The Board of Directors may suspend provisions of these Bylaws and those of ASUW Committees, Enterprises, Programs, and Commissions by a two-thirds 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**

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

### **SECTION 2: Elections Administration Committee**

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- A. The Elections Administration Committee Chair and Vice-Chair shall be hired and the general members of the Committee shall be appointed no later than the end of the sixth week of Fall Quarter through the Open Selection Process. 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 become ineligible before the first day of Spring Quarter. If this does not take place, the individual, the candidate, or ballot measure that they endorse will be considered ineligible for that election.
- B. Elections Administration Committee 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 or Vice-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 two-thirds majority to be sustained by 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**

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- 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 by such an impending action and only 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 or severe 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**

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- 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 Goods the candidate normally has to pay for, such as donated signs, wood stakes, printing, or 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 to explain the Elections Policies and Procedures. Attendance by the candidates is mandatory. An alternate seminar will be offered for those unable to attend the scheduled seminar. Absence from these meetings 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**

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- 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 the Elections 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 wrongdoing, improper behavior, or misconduct, in

regards to rules set forth in the ASUW Bylaws, 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. If the Board of Directors fails to consider the proposed fines by the end of their term, the Judicial Committee proposed fines shall be considered final, 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, unless arrangements have been made to satisfy their fines in accordance with the EPP. These arrangements must be fulfilled by the Fine and Community Service Satisfaction Deadline.

## **SECTION 6: Voting**

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- 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. At a minimum, well-advertised is defined as:
      - i. An estimated reach of 25% of the student body. Suggested methods include, but are not limited to:
        - a. Social media ads, including promoted ads on Facebook and Instagram;
        - b. Print and/or digital ads in living communities, academic buildings, and centers of student life.
        - c. RSO presentations.
        - d. Advisor, RSO, and entity email list servers.

- e. At least one ad in a section of The Daily other than the classified section, appearing 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**

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- 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 Elections Policies and Procedures shall take two readings of the Board of Directors. In no case shall the Board of Directors receive these election policies and procedures later than the end of the fifth week of winter quarter.
- D. 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.
- E. 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.
- F. 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**

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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**

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- 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 also 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. Four additional at-large members chosen through the Open Selection Process, two of which shall be appointed every odd year and two of which shall be appointed every even year for two-year appointments; and
  4. 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**

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- A. A recommendation is a decision made by the Judicial Committee that recommends a particular course of action to the Board of Directors, as outlined in the ASUW Constitution, Article XI, 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**

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- 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 act as a liaison 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. Providing additional research on Judicial Judgments as deemed necessary by the Judicial Committee Chair;
  2. Serving as Chair of the Judicial Committee when hearing matters related 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 Presidential proxy, shall serve as Secretary of Recommendations. The duties of Secretary shall include:
  1. Providing additional research on Judicial Recommendations as deemed necessary by the Judicial Committee;
  2. Serving as Vice Chair of the Judicial Committee; and
  3. Performing 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 quarter; 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**

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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**

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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 referral 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 of their version of their review, the Chair must provide the final version at the next meeting.

## **SECTION 7: Additional Procedures for Review of Election Issues**

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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 complaint 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.