

ASSOCIATED STUDENTS of the UNIVERSITY of WASHINGTON BYLAWS

Table of Contents

Article I. Management and Control of the ASUW..... 2

Article II. Ethics and Standards of the ASUW 2

Article III. Membership and Duties of the Board 4

Article IV. Functions and Powers of the Board of Directors.....18

Article V. Meeting of the ASUW Corporation.....19

Article VI. Budget.....19

Article VII. ASUW Representative Appointments 22

Article VIII. Committees of the Board of Directors..... 24

Article IX. Responsive Records..... 32

Article X. Personnel..... 35

Article XI. ASUW Commissions, Enterprises, and Programs 37

Article XII. The Office of Government Relations.....41

Article XIII. The Bylaws of ASUW Entities..... 42

Article XIV. The Bylaws of the ASUW 42

Article XV. Elections 43

Article XVI. Student Regent Selection Committee 48

Article XVII. Student Technology Fee Committee..... 49

Article XVIII. ASUW Political Activity.....51

Article XIX. Glossary.....51

Article I. Management and Control of the ASUW

Section 1. Structure and Functions

The ASUW is organized through various documents that structure the management and control of the Association. Each document is ordered based on their precedence in relation to one another. Each document has its own amendment process outlined in the Constitution and their respective documents.

Section 2. Categories of Documents

- A. The provisions of these Bylaws shall never be construed to invalidate the precedence of the ASUW Constitution but take priority over inferior organizing documents (including the Student Senate Bylaws, the Internal, Volunteer, Finance & Budget, Personnel, and Communications Policies, and the Jurisprudence of the Judicial Committee) as well as procedural documents (including the Standing Rules of the Board and Student Senate, the Elections Policies & Procedures, and the Transition Handbook).
- B. Any rules, procedures, policies, or actions taken within these documents and their respective entities shall be deemed consistent with management and control of the ASUW. So long as such rules, procedures, policies, or actions are not inconsistent with any document of a greater order of precedence or deemed inconsistent by the Board of Directors through the procedures described in the ASUW Constitution and Bylaws.
- C. It is the responsibility of the officers of the ASUW to know the governing documents of the ASUW, along with the respective organizing documents that delineate their job responsibilities and functions of their entity.

Article II. Ethics and Standards of the ASUW

Section 1. Intent and Scope

The ASUW stands in unique relation to the student body and administration as it has been delegated the responsibility to represent the student body. As such, all hired or elected members of the ASUW shall be held to a standard that befits this special relationship. This policy extends to all working members of the ASUW, including elected, hired, and appointed persons.

Section 2. Definitions of Article II

- A. Representatives of the ASUW: All elected, hired, or appointed members of the ASUW. This includes the Board of Directors, all employees, interns and volunteers.
- B. Elected members: refers to all members of the Board of Directors and other positions elected through IRV voting in the yearly ASUW elections.

Section 3. Code of Ethics and Standards

- A. Representatives shall always behave in a manner that reflects creditably on the Association.
- B. Representatives shall adhere to the spirit and letter of the Ethics and Standards of the ASUW, and the rules of the committees thereof.

- C. Representatives shall be at all times throughout their term in good standing with the University of Washington Student Code of Conduct.
- D. Representatives shall not bully, harass, intimidate, or otherwise cause harm to a fellow member of the ASUW in the course of their work and any attempts to do so shall also be filed as a violation of this code.
- E. Employees shall not receive compensation or gifts from any individual, group, or organization, the acceptance of which would occur by virtue of improper influence or misuse of one's position in the ASUW for personal gain.
- F. Employees shall not use their position to accrue financial or other gain for an organization of which they are affiliated;
 - 1. To maintain utmost transparency and credibility, elected ASUW members must publicly disclose their membership organizations throughout their term and abstain from all governance activities that pertain to them; and
 - 2. Elected members of the ASUW shall publicly disclose membership on votes pertaining to RSOs or other organizations of which they are members.
- G. Employees shall exercise the utmost fairness and impartiality in the hiring and appointment processes of the ASUW which must be restarted at the discretion of the Personnel Director or Vice President if bias prevails.
- H. Employees who are directly engaged in the business of administering ASUW elections or work on a Task Force, working group, or are elected or hired members of the Board of Directors shall exercise the utmost fairness and impartiality throughout the elections cycle in all duties pertaining to elections.
- I. Employees shall uphold Statements and Recognitions of the ASUW to their utmost ability.
- J. Employees shall not advantage relatives through the course of their term;
 - 1. That advantage refers to any manner in which current elected or hired members of the ASUW use their position to give recognition, preference, or other special experience or treatment to that of their relatives that they would not have received otherwise; and
 - 2. Where used in this clause 'relative' refers to an individual who is related to an elected, hired or appointed member of the ASUW.
- K. Should a member of the ASUW be found in violation of this code, it should be reported through the personal process and sent to the personnel director, who shall then subsequently lead an investigation in coordination with the vice president and the personnel committee. All code of ethics complaints should be processed through the personnel/Judicial Committees;
 - 1. Should a member feel that they have not broken the code of ethics, they can submit a written appeal to a member of the board of directors- as the board of directors will have the final say in terms of the termination of the employee. Should this occur, the Judicial Committee will be responsible for rendering judgment. The appeal will then be processed by the Judicial Committee; and

2. If it is an elected member of the Board of Directors then the Personnel Director shall submit a piece of legislation, after the investigation and approval from the Personnel Committee, concerning the Board member concurrent with the ASUW Constitution, Article VII, Section 6, Clause A-3.
- L. The Board of Directors shall inform newly hired members of the ASUW of this Code. Ignorance of this Code does not qualify as an adequate argument against breaking it.

Article III. Membership and Duties of the Board

Section 1. General

- A. All members of the Board of Directors shall:
 1. Attend all regular and special meetings of the Board unless excused by the either the President or the Personnel Director;
 2. Attend at least one meeting of the Student Senate each calendar month and all of the meetings at which the ASUW Legislative Agenda is to be considered unless excused by the Senate Public Relations Officer;
 3. Attend the Autumn Board Orientation, Autumn Employee Orientation, and all mandatory meetings called by the Vice President or Personnel Director;
 4. Attend all meetings of any committees, subcommittees, task forces, or boards in which they hold membership, unless excused by the corresponding chair;
 5. Meet with the Speaker of the Student Senate as requested to ensure the enactment of legislation regarding the duties of their office;
 6. Compose a quarterly summary of their work to to report significant achievements to the Association for transparency and submit it to the Director of Internal Policy;
 7. Complete employee evaluations and transition materials as requested upon the end of their employment and submit them to the Personnel Director;
 8. Properly transition the individual elected or hired to hold office for the year following their term prior to the end of the Spring Quarter;
 9. Comply with all directives and memos issued by the Board related to the completion or modification of their job duties;
 10. Respond to requests from Director of Internal Policy to submit changes to this Article before the Judicial Committee;
 11. Maintain accountability for a number of office hours during which they shall be present in the ASUW Office as prescribed by the Personnel Director, unless otherwise specified in these Bylaws;
 12. Schedule and attend frequent meetings with staff from the Student Activities Office for consultation and advising;
 13. Complete any other duties assigned in subsequent sections of this Article; and
 14. Maintain accountability for the weekly hours of pay assigned by the passage of the Association's budget each fiscal year and strive to be physically present in the office and available to all employees.

- B. All members responsible for the appointment of representatives to boards or committees of the ASUW, University, or Faculty shall comply with all provisions of the Open Selection Process, and shall:
 - 1. Coordinate with the Office of Communications to promote volunteer opportunities and recruit a diverse applicant pool;
 - 2. Ensure that the appointee is approved by vote of the Board prior to being seated on their committee of charge;
 - 3. Notify the appropriate authority or the chair of the committee to which they are appointing upon approval; and
 - 4. Be responsible for the production of a quarterly report from each appointee which is required for their continued service.
- C. All members who elect to hire volunteers or interns shall comply with all provisions of the Personnel and Volunteer Policies.
- D. All members responsible for the management or supervision of the Association's employees or entities shall:
 - 1. Serve as the official representative of the entity in discussions of entity goals, concerns, expectations, and budget;
 - 2. Collaborate with employees to develop strategic goals and metrics for success for the work performed in each entity;
 - 3. Report regularly on significant achievements of the employees or entity or other updates regarding their work on behalf of the Association to the Board;
 - 4. Meet with the employees and entity leaders as frequently as possible but no less than once per quarter;
 - 5. Effectively communicate information to employees that is relevant to the completion of their job duties, as well as to the Board in order to make informed decisions about employee and organization management;
 - 6. Distribute courtesy copies of memos released by the Board relating to the termination of entity employees and updates to plans, expectations, and policy;
 - 7. Work to attend events or meetings organized by the employees or entities to which they liaise in a supportive capacity;
 - 8. Adequately and thoroughly address the needs of all employees in order to further their success and build systems of support; and
 - 9. Provide feedback to employees and entity leaders at regularly scheduled meetings, especially in preparation for presentations before committees of the ASUW or University.

Section 2. President

- A. Serve as Chair of the Board of Directors and a voting member retaining the rights of all

other members to obtain the floor and make motions and shall:

1. Call meetings of the Board as needed and designate the time and place each shall be held;
 2. Ensure all members of the Board, excluding the Representative of the Graduate & Professional Student Senate, are fulfilling their job responsibilities, assign them additional projects as applicable, and if necessary, make recommendations for disciplinary action to the Personnel Director (or the Vice President if actions involve the Personnel Director); and
 3. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan and lead Autumn Orientation, as well as the Board Orientation with assistance from the Student Activities Office.
- B. Serve as President and Chief Executive Officer of the Association with managerial authority over the organization to be executed in the following ways:
1. Coordinate with the Vice President on internal operations;
 2. Complete employee evaluations for each at-large member of the Board and sit on the hiring committees for the Executive Directors and employees of the Office of Government Relations for the term following their election;
 3. Hold voting membership in every committee and board of the ASUW including the Executive Advisory Committee, Legislative Steering Committee, and Student Senate;
 4. Appoint student members to each of the delineated ASUW Committees and others including the Student Regent Selection Committee and Provost's Advisory Council for Students with the advice and consent of the Board;
 5. Act as the official spokesperson of the Association on a campus, community, and intercollegiate level by attending and speaking at community events and corresponding with student and external press organizations;
 6. Oversee community outreach efforts in coordination with the Office of Communications including management of ASUW social media accounts and newsletters;
 7. Oversee lobbying efforts including public testimony to House and Senate committees in coordination with the Director of Legislative Affairs and the GPSS Vice President of External Affairs.
- C. Serve as a representative of the Association in matters pertaining to shared governance and shall:
1. Facilitate a healthy tri-campus relationship by engaging with student leaders from ASUW Bothell, ASUW Tacoma, and the Graduate & Professional Student Senate, as well as leaders from other colleges, universities, and intercollegiate associations;
 2. Hold an ex-officio seat with vote on the Provost's Advisory Committee for Students;
 3. Chair the Student Regent Selection Committee every four years, alternating chair responsibilities with the GPSS President, ASUWB President, and the ASUWT President (or hold an ex-officio seat with vote in years when another member is chair);

4. Liaise with the Executive Office of the President and Provost, liaise with the UW Sponsorship Advisory Committee when applicable, hold an ex-officio seat without vote on the Board of Regents and the Alumni Association Board of Trustees, and participate in essential University committees as delineated in these Bylaws;
 5. Hold an ex-officio seat without vote in the Faculty Senate, Faculty Senate Executive Committee, and Faculty Committee on Planning and Budgeting.
- D. Maintain accountability for at least 50% of summer hours in person to ensure adequate student representation and advocacy.

Section 3. Vice President

- A. Serve as Vice Chair of the Board of Directors and a voting member retaining the rights of all other members to obtain the floor and make motions, and shall:
1. Administer the duties of the President in case of their absence, resignation, or forfeiture of office until a special election can be called to elect a new President;
 2. Complete any tasks or projects assigned by the President and ensure proper execution of the duties assigned to each member of the Board;
 3. Act as the presidential designee in all meetings of the Judicial, Finance & Budget, Joint Commissions, and Personnel Committees and update them regularly on such internal operations of the Association;
 4. Coordinate with the President on external operations;
 5. Hold an ex-officio seat with vote on the HUB Board of Representatives and meet on a monthly basis with the Director of the HUB;
 6. Appoint at-large representatives to the HUB Board of Representatives and Student Technology Fee Committee with the advice and consent of the Board.
- B. Serve as Chief of Staff of the Board of Directors, and shall:
1. Determine the goals of the Board each quarter which shall be in line with the ASUW mission statement and objectives of the strategic plan, recommending amendments to either as needed;
 2. Complete employee evaluations for each executive member of the Board and sit on hiring committees for the Executive Directors for the term following their election;
 3. Chair the Executive Advisory Committee and oversee all affairs of the Personnel Director as related to employee performance, the Finance & Budget Director as related to the production of the budget, and the Communications Director as related to the ASUW Annual Report; and
 4. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan and lead Autumn Orientation with assistance from the Student Activities Office.
- C. Serve as Chief Operational Officer of the Association with managerial authority over the organization to be executed in the following ways:
1. Advise the Personnel Director to resolve employee conflicts, mediate conflicts with the Student Activities Office, and otherwise provide support to those employed by the Association through goal setting and professional development;

2. Meet with the leadership of each entity on a quarterly basis to develop performance indices, administer a review of the entity's assigned advisor, and provide feedback on past performance;
3. Plan a Fall Orientation for all employees in coordination with the Personnel Director and members of the Executive Advisory Committee;
4. Organize quarterly meetings for all employees in coordination with the Personnel Director to provide critical updates and facilitate a healthy working environment within the Association;
5. Develop and promulgate the ASUW Volunteer Policy in coordination with the Personnel Director and oversee the proper execution of provisions established in the ASUW Personnel Policy; and
6. Oversee the duties of the Administrative Assistant team in coordination with the Board Coordinator and ensure employee maintenance of all office spaces.

Section 4. Finance and Budget Director

- A. Serve as an ex-officio member of the Board of Directors without vote, retaining the rights of all other members to obtain the floor and make motions, and shall:
 1. Be hired through the Open Selection Process in accordance with these Bylaws and the Personnel Policy;
 2. Advise the Board on all financial matters, including spending priorities, the budget process, and financial status;
 3. Serve as an ex-officio appointee to the UW Services & Activities Committee and appoint other at-large representatives;
 4. Serve as a member of all ASUW Committees that allocate funds including, but not limited to, the Joint Commissions Committee.
- B. Serve as Chief Financial Officer of the Association, and shall:
 1. Hold a seat on the Executive Advisory Committee;
 2. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation;
 3. Report directly to the Vice President, completing any necessary projects as directed for the management of the Association's finances;
 4. Maintain the ASUW Financial Policy in accordance with federal and state laws, as well as University policies for the management of public funds;
 5. Ensure that ASUW financial records are publicly available on the ASUW website;
 6. Coordinate the proper payment of all employees with the ASUW Personnel Director, the HUB, and the Student Activities Office;
 7. Monitor the Husky Pride Fund; and
 8. Manage each fund appropriated by the Board to keep proper record of all expenses and transactions made.
- C. Serve as Chair of the Finance & Budget Committee, and shall:
 1. Appoint other at-large representatives to the Committee;
 2. Set an agenda for all meetings of the Committee;

3. Conduct outreach to student groups and RSOs around the availability of Special Appropriations Funds;
 4. Regularly update the Committee on the status of entity appropriations, the General Fund, and the Special Appropriations Fund;
 5. Generate budget request and revision forms and solicit responses from each Entity in Winter Quarter to facilitate the budget process each fiscal year;
 6. Propose necessary changes to the Association's budget after conducting meetings with each Entity Director to discuss any requests submitted;
 7. Present a financial report to the Board of Directors by the second regular meeting of each academic quarter;
 8. Present the ASUW budget to the Board of Directors and the Services and Activities Fee Committee.
- D. Serve as the direct supervisor for the Bike Shop and Bean Basket who shall develop specific goals, strategies, and benchmarks to monitor the performance of each entity.

Section 5. Personnel Director

- A. Serve as an ex-officio member of the Board of Directors without vote, retaining the rights of all other members to obtain the floor and make motions, and shall:
1. Be hired through the Open Selection Process in accordance with these Bylaws and the Personnel Policy;
 2. Serve as the representative of employees on the Board of Directors except for in instances pertaining to employee performance or discipline;
 3. Advise the Board on all matters of personnel and payroll;
 4. Serve as a member of the Finance & Budget Committee to provide an employee perspective and advise changes to compensation.
- B. Act as Chief Human Resources Officer of the Association, and shall:
1. Hold a seat on the Executive Advisory Committee;
 2. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation;
 3. Report directly to the Vice President, completing any necessary projects as directed for the management of the Association's personnel;
 4. Work to promote accountability and success in the workplace by addressing employee needs in the following ways:
 - a. Providing newly hired employees with adequate information about their rights in the workplace and a thorough transition into their roles;
 - b. Informing all employees paid on an hourly basis of any University records to be processed by the Student Activities Office;
 - c. Preparing the ASUW office space for incoming employees during Summer Quarter;
 - d. Organizing quarterly meetings in coordination with the Vice President to present critical updates, feedback, and professional development;
 - e. Formally recognizing the work of employees and volunteers through an Employee of the Month program or other programming as needed;

- f. Meeting with employees as needed to address concerns or provide support throughout the year;
 - g. Executing disciplinary procedures in coordination with the Personnel Policy and the Volunteer Policy as needed, and making recommendations for the termination of any personnel in violation of ASUW policies or the terms of their employment;
- 5. Coordinate the proper payment of all employees with the ASUW Finance & Budget Director, the HUB, and the Student Activities Office, and address any issues with employee wages;
- 6. Maintain the ASUW Personnel Policy federal and state laws, as well as University policies for the management of public funds;
- 7. Maintain a confidential record of all individuals employed by the Association including their names, positions, home or local addresses, and contact information;
- C. Serve as Chair of the Personnel Committee, and shall:
 - 1. Appoint at-large student representatives to the Committee;
 - 2. Set an agenda for all meetings of the Committee;
 - 3. Consult with the Office of Communications and Director of Diversity Efforts to promote employment opportunities and recruit a diverse applicant pool for all paid positions;
 - 4. Conduct the hiring of all paid employees as chair of each hiring committee or by delegating authority in accordance with the Personnel Policy;
 - 5. Submit the employment recommendation of each hiring committee to the Board of Directors;
 - 6. Verify the eligibility for employment of all candidates including their status as an undergraduate student with at least six credit hours or a graduate student with at least four credit hours, or on leave;
 - 7. Draft employment contracts for paid employees specifying conditions of employment upon approval by the Board.

Section 6. Communications Director

- A. Serve as an ex-officio member of the Board of Directors without vote, retaining the rights of all other members to obtain the floor and make motions, and shall:
 - 1. Be hired through the Open Selection Process in accordance with these Bylaws and the Personnel Policy;
 - 2. Manage the Association's external communications, such as writing and copy-editing press releases, editing speeches, providing professional and constituent correspondence, and collaborating on other materials including all-campus emails, quarterly reports, and newsletters; and
 - 3. Advise the Board on the development of a strategic marketing plan and brand that effectively communicates the Association's mission to the student body;
- B. Serve as Chief Marketing Officer of the Association, and shall:
 - 1. Hold a seat on the Executive Advisory Committee;

2. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation;
 3. Report directly to the President, completing any necessary projects as directed to increase the visibility of the Association, its events, services, and brand;
 4. Appoint at-large representatives to the Student Publications Board and sit as a member of the UW Sponsorship Advisory Committee;
 5. Lead a training for all employees at the Autumn Orientation on how to access ASUW Shared NetIDs and the Microsoft 365 platform, as well as how to access other services provided by the Office's staff including visual design and content curation;
 6. Correspond with local and national media outlets including the Seattle Times, The Daily, and The Stranger;
 7. Maintain the ASUW Communications Policy in accordance with the UWIT policy and other relevant regulations;
 8. Collaborate with other entities to promote critical campaigns including the recruitment of applicants for ASUW jobs in coordination with the Personnel Director and candidates for the Board of Directors in coordination with the Elections Administration Committee;
 9. Lead the production of the public-facing ASUW Annual Report to students and other community members that highlights how the organization is working to meet strategic goals; and
 10. Collaborate with the Director of Internal Policy, HUB, and the Office of Student Life to collect, maintain, and record ASUW history.
- C. Serve as Director of the Office of Communications and the direct supervisor to its employees, and shall:
1. Collaborate with the UW Marketing and Communications Department as necessary;
 2. Supervise the organization's Microsoft Teams channel and Microsoft 365 license, professional Zoom telecommunications license, WordPress web servers, and other productivity platforms in coordination with the Webmasters;
 3. Train all employees on clear and effective communication and on requirements set forth in the ASUW Communications Policy in order to standardize publicity efforts across all websites, email marketing, flyers, agendas, print, and social media;
 4. Work with the Office of Inclusive Design to ensure the accessibility and inclusivity of all official materials published by the Association;
 5. Work with the Media Coordinator to outline and advise the Association's design policy and to complete project requests as they are submitted by other entities;
 6. Serve as a resource for ASUW entities in developing their own publicity and marketing strategies.
- D. Serve as Chair of the Publicity & Programming Committee, and shall:
1. Lead and coordinate collaborative publicity efforts across ASUW and UW entities;
 2. Compose and maintain the internal programming calendar in coordination with the leaders of each entity;
 3. Publicize collaborative events and updates shared in meetings of the Committee;

4. Ensure the timely and effective dissemination of event and program information to relevant RSOs; and
5. Uphold accountability within the Committee for consistent outreach and thorough completion of all initiated projects, including additional projects as charged by the Board.

Section 7. Director of Internal Policy

- A. Serve as a representative at-large member of the Board of Directors with a vote.
- B. Serve as the Chief Parliamentarian to the Board of Directors, and shall:
 1. Be a resource for the Board of Directors in drafting legislation and amending ASUW governing documents.
 2. 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.
- C. 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 Co-Chairs;
 3. Library Fines Appeal Committee; and
 4. Committee on Academic Conduct.
- D. Serve as the chair of the Judicial Committee, and shall:
 1. Call meetings of the Judicial Committee as needed and designate the time and place each shall be held.
 2. 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.
- E. Be responsible for ASUW compliance with record-keeping guidelines as delineated in Article IX, and shall:
 1. Ensure quarterly reports are submitted by all entities and employees in a timely manner, in compliance with the Association Bylaws.
 2. Work with the Vice President to ensure Quarterly Reports and Annual Reports are cohesive.
 3. Register delineated and other OPMA qualifying internal ASUW meetings with the Office of Public Records, including but not limited to meetings of the Judicial Committee, the Finance and Budget Committee, the Joint Commissions Committee, the Personnel Committee, the Transfer Student Advocacy Committee, the ASUW Senate, and the Legislative Steering Committee;
 - i. This includes ensuring all meetings of ASUW are in compliance with OPMA and registered by January of each year.
- F. Serve as the ASUW Historian, and shall:
 1. Work with HUB and the Office of Student Life to maintain and record ASUW history.

2. Work with other members of the Board to put on an event celebrating ASUW's history.
- G. Serve as the liaison and a non-voting member of the Elections Administration Committee.
- H. Serve as a member of both the Graduate & Professional Student Senate and Graduate & Professional Student Senate Executive Committee with vote.
- I. 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.
- J. 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.
- K. Serve as the Board of Directors liaison to the University Bookstore with the support of the Director of Internal Policy 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.

Section 8. Director of Diversity Efforts

- A. Serve as a representative at-large member of the Board of Directors with vote, and shall:
 1. Work collaboratively with the members of the Executive Advisory Committee over the summer to plan Autumn Orientation to ensure that Diversity, Equity, Accessibility, and Inclusion are implemented in the Orientation; and
 2. Consistently assess, research, and act on issues concerning the development of a diverse student body and a diverse group of employees.
- B. Serve as Chair of the Joint Commissions Committee, and shall:
 1. Coordinate the appointment of representatives to the Committee from each entity as directed by the Constitution;
 2. Consult with the Personnel Director to promote employment opportunities and recruit a diverse applicant pool for all paid positions;
 3. Organize and host an employee orientation for the members of the Joint Commissions Committee in the Autumn Quarter;
 4. an agenda for all meetings of the Committee;
 5. Coordinate collaboration between each member entity of the Committee to prevent duplicative resources and cohesive event programming;
 6. Act as the representative of the Committee to the Board of Directors and as a representative of member entities in the absence of its director or supervisor; and
 7. Manage the Joint Commissions Committee Fund and periodically review the budgets of member entities, ensuring the maintenance of records for all transactions in coordination with the Finance & Budget Director.
- C. Lead the diversity efforts of the Association by supporting inclusive programming, advocating for equity-based policy changes, and ensuring that the voices and needs of historically marginalized communities are centered in all ASUW initiatives and decision-making.

- D. Serve as a representative of the Association as a voting member to the Office of Minority Affairs & Diversity's Student Advisory Board and the Women's Center Student Advisory Board, the University Diversity Council, the Faculty Councils on Women in Academia and on Multicultural Affairs, the Q Center, the Intellectual House, the D Center, and the Samuel E. Kelly Ethnic Cultural Center.
- E. Serve as the supervisor of all ASUW Commissions and the Office of Student Health Relations (OSHR).

Section 9. Director of University Affairs

- A. Serve as a representative at-large member of the Board of Directors with vote.
- B. Serve as the representative of the Board of Directors to faculty and administrative boards of the University, listed in order of priority, and appoint alternative representatives as needed:
 - 1. The Faculty Councils delineated in Faculty Code and Governance Chapter 42 and their subcommittees with the exception of the Council on Race, Equity, & Justice and the Council on Gender, Equity, & Justice;
 - 2. The Provost's Advisory Committee for Students (PACS), appointing additional ASUW Seattle representatives;
 - 3. All University committees relevant to academic and administrative affairs, advisory or otherwise, in which students hold a seat;
 - 4. The Arts & Sciences Advisory Council for Students;
 - 5. The College of the Environment Student Advisory Council;
 - 6. The Engineering Student Council; and
 - 7. All similar boards or committees external to the Association as directed by the President.
- C. Advocate for student interests in academic affairs by:
 - 1. Working with college councils, advising centers, and academic departments to address barriers to registration, degree progress, and access to high-demand courses;
 - 2. Monitoring changes to academic policy and representing student perspectives on issues such as curriculum revisions, grading standards, and credit loads;
 - 3. Promoting affordable and accessible learning through initiatives like Open Educational Resources (OER) and improved access to tutoring and academic support services;
 - 4. Collaborating with the Registrar's Office and faculty governance bodies to push for policies that promote equitable academic success and transparent communication.
 - 5. Advocating for university policies and environments that support student interests.
- D. Hold an ex-officio seat in the Student Senate and the Student Senate Committee on Steering without vote to aid in the enactment of all approved legislation relating to faculty or the academic and administrative affairs of the University.
- E. Hold a seat on the Legislative Steering Committee, assisting the lobbying efforts of the Office of Government Relations by establishing specific benchmarks and metrics to measure progress, and report to the Board of Directors on the program's advancement toward these benchmarks.

- F. Serve as the supervisor of the Sexual Assault & Relationship Violence Activists, working to aid their advocacy efforts and enact their legislative priorities.

Section 10. Director of Programming

- A. Serve as a representative at-large member of the Board of Directors with vote.
- B. Serve as Vice Chair of the Publicity & Programming Committee, and shall:
 - 1. Coordinate the appointment of representatives to the Committee from each entity as directed by Article IX;
 - 2. Set and distribute the agenda for all meetings of the Committee;
 - 3. Compose and maintain the internal programming calendar in coordination with the leaders of each entity;
 - 4. Ensure the timely and effective dissemination of event and program information to relevant RSOs;
 - 5. Promote the accessibility of events to all students through the incorporation of universal design principles in event planning;
 - 6. Support collective responsibility within the Committee in order to maintain the engaged of all members and constituent RSOs;
 - 7. Support entity leaders on-the-ground for the days of major events, helping to ensure smooth execution and coordinating additional volunteers as requested; and
 - 8. Lead at least two collaborative events between entities each quarter to promote a model of shared services, including but not limited to:
 - a. The RSO Leaders Summit, which shall occur every quarter;
 - b. The ASUW Fair, which shall occur during the Spring General Election;
 - c. ASUW Town Halls; and
 - 9. Organize meetings with entity leaders to follow up on major events to assess successes, challenges, and areas of improvement for future events.
- C. Serve as representative of the Board of Directors to the UW Alumni Association, for the coordination of W Day and for the selection and advertisement of the Homecoming Scholarships.
- D. Serve as a liaison between the Board of Directors and Registered Student Organizations (RSOs), and shall:
 - 1. Send regular updates to RSOs including relevant information about events and services available to them;
 - 2. Support RSOs in collaboration and event planning, hosting at least one major collaborative event between RSOs each academic year; and
 - 3. Act as a point of contact between RSOs and student leaders.
- E. Hold an ex-officio seat with vote on the Finance & Budget Committee.
- F. Serve as the supervisor to ASUW Arts & Entertainment (A&E), Rainy Dawg Radio, and the Office of Inclusive Design (OID).

Section 11. Director of Community Relations

- A. Serve as a representative at-large member of the Board of Directors with vote.
- A. Serve as the representative of the Board of Directors to each sorority, fraternity, and living community, including:
 - 1. The Residential Community Student Association, on behalf of those living in campus-owned residence halls and apartments;
 - 2. The Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, and the Multicultural Greek Council, as well as other independent Greek Life chapters;
 - 3. The Commuter & Transfer Commons, on behalf of those living beyond the University District neighborhood;
 - 4. UW Parent & Family Programs; and
 - 5. The Center for International Relations & Cultural Leadership Exchange (CIRCLE), as well as other international student organizations.
- B. Serve as Chair of the Undergraduate Transfer Student Advocacy Committee, and shall:
 - 1. Coordinate the appointment of representatives to the Committee from each entity as directed by Article IX;
 - 2. Set and distribute the agenda for all meetings of the Committee;
 - 3. Coordinate collaboration between each member entity of the Committee to prevent duplicative resources and cohesive event programming; and
 - 4. Act as the representative of the Committee to the Board of Directors and as a representative of member entities in the absence of its direct supervisor.
- C. Serve as the supervisor of the Office of International Student Advocacy (OISA) and the Student Food Cooperative.
- D. Oversee and execute Board of Directors efforts towards food insecurity, and shall:
 - 1. Serve as the ASUW liaison to UW Housing & Food Services and as a member of HFS' Budget Advisory Committee;
 - 2. Serve as the ASUW liaison to the UW Food Pantry; and
 - 3. Work to expand the services provided by the Student Food Cooperative to educate students on how to access nutritious, ethically produced, and affordable food.
- E. Serve as the representative of the Board of Directors to UW Veteran Life, the Washington Student Athlete Advisory Council, UW Athletics, and the Dawg Pack Executive Board.

Section 12. Director of Campus Partnerships

- A. Serve as a representative at-large member of the Board of Directors with vote.
- B. Oversee and execute the Board of Directors efforts towards student safety.
- C. 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 Preparedness Oversight Committee;
 - 2. Serving as the Chair of the Student Safety Advisory Board; and

3. Submitting a report of all meeting updates to the ASUW Board of Directors no later than the final week of each academic quarter.
- D. Serve as the ASUW representative to the U-District Partnership or any relevant subcommittees.
 - E. Oversee and execute Board of Directors efforts towards student health and well-being, including but not limited to mental health and student health care.
 - F. Serve as the ASUW liaison to the Office of Student Health Relations (OSHR) alongside the Director of Diversity Efforts;
 1. The Office of Student Health Relations will, under the direction of the Director of Campus Partnerships, liaison to Hall Health, Health and Wellness, and the UW Counseling Center;
 2. The Office of Student Health Relations Director will serve as the assigned proxy for the Director of Campus Partnerships to:
 - a. Student Health Insurance Review Committee;
 - b. Hall Health Advisory Committee;
 - c. Counseling Center Advisory Board; and
 - d. Health and Wellness Council;
 3. The Office of Student Health Relations Director will liaison to any ad hoc committee relating to health and wellness; and
 4. The Director of Campus Partnerships may choose to serve on any or all of these committees at their discretion.
 - G. Serve as the ASUW liaison to UW Recreation and its units, including but not limited to the IMA and ASUW Shellhouse.
 - H. Serve as the ASUW liaison to Intercollegiate Athletics.
 - I. Serve on the Student U-Pass Advisory Board.
 - J. Serve as Chair of the Student Sustainability Council
 - K. Oversee and execute Board of Directors efforts towards campus sustainability.
 - L. Serve on the Campus Sustainability Fund Committee as an ex-officio or appoint a proxy.
 - M. Serve as the ASUW liaison to UW Sustainability.
 - N. 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; and
 6. North Precinct Advisory Council.
 - O. 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.
 - P. Manage efforts to maintain the Husky Pride Fund in coordination with the Finance & Budget Director and the Office of Student Financial Aid, and shall:

1. Advertise the existence of the fund and the availability of HPF Emergency Aid grants;
2. Campaign to collect donations to support the financial needs of all students;
3. Maintain the Husky Pride Fund t-shirt program through the University Bookstore; and
4. Report all collections and expenditures of the fund to the Board of Directors once each quarter of the academic year.

Section 13. The Graduate and Professional Student Senate Representative

- A. A representative selected by the Graduate & Professional Student Senate shall be selected in a manner prescribed by that body and shall serve as an ex-officio member of the Board of Directors with vote.
- B. Comply with all governing documents of the Graduate & Professional Student Senate including its Constitution and Bylaws, and act in accordance with the ASUW Constitution and Bylaws when performing official duties associated with the Association.

Section 14. The Student Senate Representative

- A. A representative selected by the Student Senate shall be selected in a manner prescribed by that body and shall serve as an ex-officio member of the Board of Directors with vote, and act in accordance with the 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. Be governed by the Bylaws and Rules of the Student Senate, as well as the ASUW Constitution and Bylaws.

Article IV. Functions and Powers of the Board of Directors

Section 1. Organizational Affiliates

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 2. Functions and Responsibilities

- A. The Executive Branch of the ASUW consists of the Board of Directors and the entities that Board members are responsible for overseeing.
- B. Officers of the Board of Directors are responsible for certain entities, employees, interns, and volunteers of the ASUW.
- C. Either directly or indirectly, be it serving as a liaison between the Board and entity, the responsibility of the officer is to ensure consistent communication and active participation of ASUW entities with the Board of Directors.

- D. Each officer shall relay pertinent information of their respective entity whenever it is fit to the Board of Directors, especially discussions or decisions that have a major impact on the functions of the ASUW.
- E. Relay information and tasks to their entity to ensure they are conducting their business as delegated by the Board of Directors.

Article V. Meeting of the ASUW Corporation

Section 1. Petition

All petitions calling for an open meeting of the ASUW Corporation shall state the reason for calling the meeting and the full text of the questions to be considered during the meeting. This provision shall not prejudice any provisions in the ASUW Constitution governing the composition of the agenda of the open meeting.

Section 2. Agenda

The ASUW President, in coordination with the Communications Director, shall publish the full text of all questions on the agenda through advertisements in the University of Washington Daily, ASUW Website, or other comparable campus-wide publications. The text shall be published two times, once at least ten regular class days before the meeting, and again at least five regular class days before the meeting.

Section 3. Meeting

Meetings of the ASUW Corporation shall be called only on regular class days of the academic year. The academic year extends from the first day of Autumn Quarter to the last day of Spring Quarter.

Article VI. Budget

Section 1. Fiscal Year and General Budget Authority

- A. The fiscal year begins on July 1 and ends on June 30.
- B. In accordance with the ASUW Constitution, the Board of Directors shall approve the annual budget by the end of Spring Quarter.

Section 2. Finance and Budget Committee Procedures

- A. The Finance and Budget Committee shall:
 - 1. Develop criteria and formalized procedures for budget requests and appeals, using open hearings.
 - 2. Ensure no discrimination in criteria and procedures.
 - 3. Prepare a draft budget for the next fiscal year, including recommendations for Services and Activities Fee (SAF) requests.
 - 4. Provide equal and timely opportunity for all ASUW Commissions, Enterprises, and Programs to present requests.

5. Conduct open meetings and maintain meeting minutes that record decisions and reasons for budget actions.

Section 3. Funding Eligibility and Principles

- A. Only recognized ASUW Commissions, Enterprises, and Programs are eligible for annual funding.
- B. RSOs are eligible for funding from the Special Appropriations Fund.
- C. ASUW funds shall support programs and events that:
 1. Demonstrate broad appeal;
 2. Benefit students;
 3. Are directed primarily at students.

Section 4. Line Items and Object Codes

- A. All funds shall be appropriated to line items within object code categories (salaries, events, supplies, etc.).
- B. Transfers between object codes require written approval from the Finance and Budget Director or ASUW President (up to \$1,000).
- C. Transfers over \$1,000 must be approved by the Finance and Budget Committee and reported to the Board of Directors.

Section 5. Oversight and Enforcement

- A. The Finance and Budget Committee may overrule line-item transfers by majority vote and report to the Board for final decision.
- B. Any change to an ASUW entity's budget that alters original objectives requires majority approval by the Finance and Budget Committee.
- C. The ASUW President or Finance and Budget Director may freeze budgets if funds are misused. The Finance and Budget Committee shall review freezes within one week.

Section 6. Personnel and Compensation

- A. All stipends, salaries, and wages shall be allocated within the appropriate Commission, Enterprise, or Program.
- B. The Finance and Budget Committee shall review and recommend salaries to the Board of Directors.

Section 7. Revenue and Surplus Handling

- A. Revenues from ASUW-sponsored events must be deposited in full into the ASUW program account.
- B. At fiscal year-end, unspent appropriations revert to the General Fund unless otherwise specified.

Section 8. Special Appropriations Fund

- A. The Board shall annually appropriate no less than \$90,000 for the Special Appropriations Fund.
- B. Only RSOs are eligible, and funds are allocated as co-sponsorships.
- C. Criteria and procedures shall not discriminate and prioritize events with: Wideness of appeal;
 - 1. Primary focus on students;
 - 2. History of successful programming;
 - 3. Pursuit of other funding sources.
- D. All unspent appropriations expire at year-end.

Section 9. Co-Sponsorships and Contracts

- A. Co-sponsorships entail shared financial obligations.
- B. Endorsements entail no financial obligation.
- C. Contracts must be written and signed by designated officials to bind ASUW funds.
- D. No agreements shall remove ASUW control of income or expenses without written approval.

Section 10. Appeals and Complaints

- A. Students may appeal funding decisions within five business days of allocation, alleging violation of law or ASUW governing documents.
- B. Appeals shall be reviewed by the ASUW President and Judicial Committee, with the Board making the final decision.

Section 11. Compliance with Policies

- A. All expenditures must comply with University, State, and Federal policies.
- B. ASUW entities must use the ASUW name in advertising and include accessibility statements.
- C. Only written contracts signed by designated officials bind ASUW funds.
- D. All purchasing shall go through University channels unless otherwise approved.

Section 12. Financial Policy Reference and Jurisdiction

- A. The ASUW Financial Policy shall provide detailed procedures and requirements for budget development, spending approvals, revenue management, and other financial matters.
- B. In case of conflict, these Bylaws and the ASUW Constitution shall supersede the Financial Policy.
- C. The Board of Directors and Finance and Budget Committee shall periodically review and update the Financial Policy to ensure compliance with all applicable laws.

Article VII. ASUW Representative Appointments

Section 1. General

- A. All at-large members appointed from the student body shall be subject to approval by majority vote of the Board and shall be seated for a period of one year without reappointment unless otherwise provided in these Bylaws.
- B. No at-large member of any ASUW Committee or ASUW appointee to a UW Faculty Council shall be appointed to more than two consecutive terms;

Section 2. Committee Appointments

- A. No student shall hold an at-large seat on more than three Delineated Committees without special approval by a two-thirds majority of the Board.
- B. Members of the Board not holding an ex-officio seat on an ASUW Committee may seek appointment to an at-large seat but shall not be prioritized over other applicants; however, other employees shall not be permitted to seek appointment to these at-large seats.
- C. 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 committee or volunteer position or a desire to acquire some experience; and
 - 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; and
 - 5. Committees designated in these Bylaws as having ‘open membership’ are not subject to the Open Selection Process.
- D. 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.

- E. 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.
- F. 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. Course Fee Review Committee;
 - 9. Campus Sustainability Fund; and
 - 10. All other committees declared as such by vote of the Board of Directors.

Section 3. Faculty Council Representatives

- A. ASUW representatives shall be guided by resolutions of student opinion and shall sign an agreement that they will represent the opinion of the ASUW if expressed.
- B. Representatives will actively participate in Council conversations and ensure Councils are serving their purpose.
- C. Representatives shall maintain consistent communication with the ASUW Director of University Affairs regarding the business of the Councils.
- D. Representatives shall communicate with the Provost Advisory regarding budget narratives and issues relevant to the University budgeting process.

Section 4. Appointments to Ad-Hoc or Special University Committees

- 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.

Section 5. Interim Appointments

- 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.

Section 6. Student Senate Representatives

- 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 VIII. Committees of the Board of Directors

Section 1. Committee Membership and Attendance

- 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 holds 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, may 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.

Section 2. Application Guidelines

- 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

- 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

- 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. ASUW appointees should consult with the senate speaker regularly regarding questions, updates regarding legislation process, and current barrier toward implementation.

Section 5. Committee Rules, Policies, and Procedures

- 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

- A. The ASUW Constitution outlines a number of committees critical to the core functions of the Association in Article XI, the Bylaws of which are further enumerated in the following clauses.
- B. Joint Commissions Committee (JCC)
 - a. Membership:
 - i. Voting members of JCC shall consist of the following:
 - 1. The Director of Diversity Efforts, who shall serve as the Chair;
 - 2. One employee from each ASUW Commission;
 - 3. The President or proxy;
 - 4. One member of the Student Senate, who shall serve as a liaison between the JCC and the Senate;
 - 5. One employee of the Sexual Assault and Relationship Violence Activists;
 - 6. One employee of the Office of Student Health Relations;
 - 7. One employee of the Office of Inclusive Design; and
 - 8. One employee of the Office of International Student Advocacy; and
 - ii. There shall be ex-officio non-voting members, as follows:
 - 1. A representative from the Student Activities Office;
 - 2. A representative from the Vice President for Minority Affairs & Diversity's Student Advisory Board;
 - 3. The Director of Programming;
 - 4. The ASUW Finance and Budget Director; and
 - 5. A representative from the Office of Government Relations; and
 - b. The functions of the Joint Commissions Committee shall be as follows:
 - i. Allocate Joint Commissions Committee funding, in accordance with the following guidelines:
 - 1. Any allocation must be approved by a 2/3rd majority of the voting members present, and contingent upon quorum being met. Quorum shall consist of eight voting members;
 - 2. The Joint Commission Committee may not financially sponsor Registered Student Organization events. 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 event that they are seeking to fund. In this case the event will be considered a led co-sponsored event;

3. 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;
4. 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;
5. The starting fund balance shall be determined by the Finance and Budget Director at the beginning of each academic year;
6. The Joint Commissions Committee Fund allocations should not be the sole funding source of a co-sponsored event; all parties should contribute financially to a shared financial obligation between the Joint Commissions Committee and the voting member/s of JCC;
7. 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;
8. Every quarter, the JCC is to first determine a maximum quarterly budget, then a maximum budget allocation per event/program must be determined based on the number of collaborators. This shall be determined by a 2/3 majority vote;
 - a. Example:
 - i. Quarterly maximum: \$5,000;
 1. One entity: up to \$1,000;
 2. Two entities: up to \$1,500; or
 3. Three or more entities: up to \$2,500;
9. Upon request for funds, the commissions requesting funds must submit appropriate budget documents as determined by the JCC Fund Request Form;
10. The criteria and procedures applied by the Joint Commissions Committee shall not discriminate on the basis of race, creed, color, national origin, citizenship or immigration status, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability;
11. 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; and
 - 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.);
12. 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;
 13. 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;
 14. 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;
 15. A minimum of \$1,000 must remain in the fund at the end of the fiscal year to ensure the continuation of the fund;
 16. At the beginning of the academic year, the Finance and Budget Director shall tabulate and report the Commission funds remaining from last year to be transferred into the Joint Commission's Committee Fund;
 17. The JCC Chair shall meet with the Finance and Budget Director by the fifth week of Fall Quarter to discuss the balance of the Joint Commissions Committee Fund for the current academic year;
 18. 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; and
 19. All uses of the Joint Commissions Committee Fund shall be in accordance with the ASUW Financial bylaws and policies;
 - ii. Establish the coordination, communication, and interaction between the ASUW Commissions and the ASUW Board of Directors, by providing regular updates at JCC meetings;
 - iii. Disperse information related to the operation, goals, and changing condition of each Commission to constituents;
 - iv. 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; and
 - v. The Joint Commissions Committee shall meet weekly, excepting cancellation by the Committee Chair.

Section 7. Standing Committees

- A. The ASUW Constitution authorizes the creation of additional committees by a majority vote of the Board in Article XI, the Bylaws of which are further enumerated in the following clauses.
- B. The Student Safety Advisory Board shall oversee the implementation of campus crime prevention and student safety efforts, work in conjunction with the UW Police Department to educate students on crime prevention, and initiate additional projects as tasked by the Board.
 1. The voting membership of the council shall include:
 - a. The Director of Campus Partnerships, who shall serve as Chair;
 - b. The ASUW President or proxy;
 - c. One representative of the ASUW Student Senate;
 - d. The Panhellenic Association Vice President of Risk Management;
 - e. The Interfraternity Council Chief Justice;
 - f. One representative selected by the Residential Communities Student Association;
 - g. One representative selected by the Graduate and Professional Student Senate;
 - h. One representative selected by the United Greek Council;
 - i. One representative selected by the Office of Minority Affairs & Diversity Student Advisory Board;
 - j. One representative selected by the National Panhellenic Council;
 - k. Two commuter students to be appointed through the Open Selection Process in the absence of a commuter union recognized by the Chair; and
 - l. Three at-large student representatives, who shall be selected through the Open Selection Process; and
 2. The non-voting membership shall include the following additional members:
 - a. One representative selected by the Office of Vice Provost for Student Life;
 - b. One representative selected by the UW Police Department;
 - c. One representative selected by UW Housing and Food Services;
 - d. One representative of the Gender Equity Commission;
 - e. One representative of the Sexual Assault & Relationship Violence Activists; and
 - f. One representative of the Student Activities Office.
- C. The Student Sustainability Council shall steer university-wide sustainability initiatives, oversee the implementation of campus sustainability projects, ensure the implementation of the Sustainability Action Plan and other sustainability policy, and make recommendations to the Student Senate and the Board of Directors on current sustainability policies affecting UW students;
 1. The voting membership of the council shall include:
 - a. The ASUW Director of Campus Partnerships, who shall serve as chair;
 - b. One representative selected by the Campus Sustainability Fund Committee;

- c. One representative selected by the Huskies for Equitable Sustainability;
 - d. One representative selected by the SAP Executive Committee Representative or SAP Working Groups;
 - e. One representative selected by the Student Food Cooperative;
 - f. One representative selected by RCSA's Students Expressing Environmental Dedication (SEED);
 - g. Two representatives selected by the Student Senate;
 - h. Four students chosen through the Open Selection Process;
 - i. Two students must be representatives of sustainability related groups (such as UW farm/food pantry) and RSO's, 2 students from other non-sustainability RSO's *applications will be accepted for these positions;
2. The non-voting membership shall include the following additional members:
 - a. One representative of the Student Activities Office;
 - b. One representative of the Graduate & Professional Student Senate;
 - c. One representative of UW Sustainability;
 - d. RCSA Director for Intersectional Sustainability;
 3. A vice chair shall be elected by the voting membership from the pool of returning members to support the Director of Campus Partnerships in their absence, overseeing the yearly transition, manage strategic planning, and serve as the student representative on the Environmental Stewardship Committee;
 4. The following project-based sub-committees shall be established:
 - a. The Sustainability Action Sub-Committee shall disseminate information about the UW Sustainability Action Plan (SAP), raise student concerns in university policy, lead awareness campaigns, and sponsor resolutions of student opinion to advance SAP goals; and
 - b. The Outreach Sub-Committee shall hold quarterly forums for all sustainability RSOs, manage Earth Week programming in conjunction with UW Sustainability, host professional development events, and work to develop strong relationships with campus sustainability groups to institutionalize student-led climate action.
- D. The Interim Finance & Budget Committee shall carry out the responsibilities of the Finance & Budget Committee during the Summer Quarter;
1. The voting membership of the committee shall be limited to:
 - a. The Finance and Budget Director, who shall serve as chair;
 - b. The ASUW President or their proxy; and
 - c. The ASUW Vice President.
- E. The Executive Advisory Committee shall serve to assess the internal operations of the Association and collaborate on ways to improve office operations and morale, including the development and modification of a strategic plan;
1. The voting membership of the committee shall be limited to:
 - a. The ASUW Vice President, who shall serve as chair;
 - b. The ASUW President;
 - c. Finance and Budget Director;

- d. Communications Director; and
- e. Personnel Director;
2. The Committee shall hold no governing power beyond that of its individual members but serves in a collaborative capacity to discuss topics relevant to the maintenance of the Association and its employees;
- F. The Publicity & Programming Committee shall serve to publish an ASUW Bulletin for weekly updates on entity events, programming, initiatives; maintaining an internal marketing calendar to advertise events; initiate and maintain communications between ASUW entities for promotion of events and volunteer opportunities; and ensure ASUW engagement by exploring new and creative marketing opportunities to reach a greater student population;
 1. The Voting membership of the committee shall include:
 - a. The Director of Communications, who shall serve as chair;
 - b. The Director of Programming, who shall serve as vice chair;
 - c. Two representatives from the Office of Communications, one each from the marketing and the web development team;
 - d. One representative selected by the Joint Commissions Committee;
 - e. One representative selected by the Student Senate;
 - f. One at-large representative selected through the Open Selection Process;
 2. The non-voting membership shall include the following additional members:
 - a. The Director of Community Relations;
 - b. One representative from the Office and Overhead staff team; and
 - a. One representative of the Student Activities Office.
- G. The Undergraduate Transfer Student Advocacy Committee shall explore models for transfer student involvement in university governance, examine policies that deepen inequity students as they transfer from other institutions, and address issues with enrollment or departmental admissions affecting transfer students;
 1. The voting membership of the committee shall be limited to:
 - a. The ASUW Director of Community Relations, who shall serve as chair;
 - b. The ASUW Director of University Affairs;
 - c. The ASUW President or Proxy;
 - d. One representative selected by the Student Senate;
 - e. One representative from the HUB Commuter Transfer Commons;
 - f. One representative from the Office of Minority Affairs and Diversity Student Advisory Board;
 - g. One representative from Student Veteran Life;
 - h. Five seat selected through the Open Selection Process;
 2. The non-voting membership shall include the following additional members:
 - a. One representative of the Student Activities Office;
 - b. One representative from ASUW Tacoma; and
 - c. One representative from ASUW Bothell.

Section 8. Task Forces and Review Groups

- A. Task Forces of the ASUW shall be created for specific issues.

1. The greater purpose of a Task Force may be, but is not limited to:
 - a. Creating or eliminating an ASUW Entity;
 - b. Serving as Working Groups that explore on-campus or external issues affecting students; and
 - c. Serving to evaluate the internal structures and functions of ASUW Entities (as set forth in the Personnel Policy or the Annual Budget);
 2. 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;
 3. The Chair of the Task Force shall be appointed by or from the Board of Directors;
 4. 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;
 5. 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; and
 6. Through the course of the Task Force, give regular verbal updates to the Board of Directors and the Student Senate.
- B. Review Groups of the ASUW shall be created for the specific task of reviewing the internal organization, structure, and functions of the ASUW;
1. The creation of a review group must be approved by the Board of Directors with an express area of focus 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 the continuation;
 2. The chair of the Review Group will be appointed by or from the Board of Directors;
 3. Review Groups must contain membership from the ASUW entity that is being reviewed as well as the Vice President or their proxy due to the Vice President's status as the highest internal officer; and
 4. Review Groups cannot be used in place of Task Forces intended for the review of a commission as outlined in the Personnel Policy or Annual Budget.
 5. Representatives shall communicate with the Provost Advisory Committee regarding budget narratives and issues relevant to the University budgeting process.

Article IX. Responsive Records

Section 1. Documentation from Committees

The Chair of each ASUW committee shall be responsible for ensuring that written minutes of meetings are kept and archived. Prior to meetings, the Chair shall send notice of the meeting and agenda to members of the committees, the Student Activities Office Advisor, and other appropriate persons and groups.

Section 2. Projects and Policy Statements

Statements of projects or policies, which need approval of the Board of Directors, shall be submitted to the Board in writing along with the recommendation of the Committee or individual. The vote of the Committee and a minority report of a Committee Report may be filed.

Section 3. Reports

- A. Each Board of Directors member, Commission Director, Program Director, Entity Director, and Committee Chair shall be required to submit a written Quarterly Report in Fall and Winter Quarter and an Annual Report in Spring Quarter.
- B. Quarterly and Annual Reports shall include accomplishments, concerns, future goals, and advice for the benefit of the ASUW. For Winter Quarter and the Annual Report, the reports shall also include a summary of the previous quarter's goals.
- C. For Autumn Quarter and Winter, a report is required to be submitted that details the goals and aspirations for that upcoming quarter.
- D. The Director of Internal Policy will work directly with the Office of Communications to ensure that the Quarterly Reports are online by the third Monday of the following quarter.
- E. Each report shall be kept in a permanent file in the ASUW office and shall be available on the ASUW website.
- F. Each Board of Directors member, Commission, Entity, and Program shall keep a permanent file of their own reports.
- G. A copy of each report shall be sent to the Student Activities Office, supervisory bodies, and other appropriate persons or groups.
- H. Each report should summarize and explain the activities of the individual or group on whose behalf it is written and should further seek to make a realistic appraisal of the present and future status of the position or group.
- I. All Quarterly Reports shall be submitted by the second Monday of the following Quarter and all Annual Reports are due by Week 9 of Spring Quarter; and
- J. Failure to submit a report deemed acceptable by the Director of Internal Policy may result in sanctions, as deemed appropriate by the Board of Directors.

Section 4. File Management and Record-Keeping

All employees and Entities of the ASUW are responsible for following the guidelines and procedures outlined in the University of Washington's Record Management Manual and the requirements of the ASUW's internal file management system. Both resources can be obtained in the ASUW Main Office.

Section 5. Internal and External Communication

All employees and Entities of the ASUW are responsible for following and complying with the guidelines and procedures outlined in the ASUW's Communications Policy.

Section 6. Records Archiving and Availability

- A. In addition to keeping physical records of ASUW activities, all records delineated in this section shall be made available via a publicly available website maintained by the ASUW;
- B. The following ASUW activities, records and decisions, shall be made publicly available, once posted onto the Records site:
 - 1. Board of Directors Bills;
 - 2. Yearly Budget;
 - 3. Special Appropriations Fund Allocations;
 - 4. Judicial Committee Recommendations;
 - 5. Judicial Committee Judgments;
 - 6. Ballot Measures;
 - 7. Elections Results;
 - 8. Legislative Agendas;
 - 9. Committee Minutes;
 - 10. Finance and Budget Committee Bills; and
 - 11. Quarterly Reports, as required by Section 3 of this Article.
- C. The following ASUW activities, records and decisions, once posted onto the Records site, shall be kept only so long as they are the most current version:
 - 1. Special Appropriations Fund Year to Date Balance. The current year's fund balance shall be made available, specifying amounts granted to each appropriation recipient as approved by the Board of Directors;
 - 2. ASUW Employee Job Descriptions; and
 - 3. ASUW Elections Policies and Procedures.
- D. All activities, records and decisions described in subsections B and C shall be made available within one week of their final approval by the appropriate committee; Committee Chairs and Program Directors are responsible for ensuring the prompt posting of the records their entity oversees; however this duty may be delegated as seen necessary by the Director of Internal Policy.
- E. Records shall be posted in final form, as approved by the Entity, using the most universal digital format available at the time of posting, as determined by the ASUW Office of Communications.
- F. Whenever possible, as resources provide, archived records available in physical form that are to be made permanently available should be placed online at the direction of the Director of Internal Policy.
- G. Mistakes in postings, if not corrected within one week of initial posting, must be approved by either the Director of Internal Policy or the President, and a note must accommodate the correction explaining the original mistake.
- H. At the beginning of each year, all ASUW employees with records-keeping responsibilities relating to part B and C of this Section shall be trained in proper use of the Records site to ensure continuity and reliability of records kept within.

Article X. Personnel

Section 1. Regulation

- A. All ASUW appointments must be in accordance with Executive Order 50, the Bylaws of the Board of Directors, and other applicable University and ASUW policies.
- B. Except as herein provided, ASUW officers, Board of Directors members, Enterprise Directors, Commission Directors, and Program Directors do not have the authority to independently hire or terminate any ASUW employee.
- C. Any individual acting in an unauthorized manner does not represent the Association in any way, and this individual shall incur any and all liability for such acts.
- D. No retroactive appointments shall be made by any individual or by the Board of Directors.
- E. All hired employee positions require the approval of the Board of Directors.
- F. Employees must complete a specific amount of work hours, as defined in the Personnel Policy, specified in their employment contract and job description.
- G. Office hours, as defined in the Personnel Policy, shall be posted and maintained according to the amount of hours specified in the employment contract and job descriptions;
 - 1. Outside of ASUW employees' scheduled meetings and events, a set amount of hours, determined by the Personnel Director in consultation with the Vice President, must be held within the ASUW complex between 8:00 a.m. and 8:00 p.m. on days of instruction.
- H. When considering applicants, the ASUW shall not discriminate against any person on the basis of race, creed, color, national origin, citizenship or immigration status, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Section 2. Hiring

- A. All hirings shall proceed by the Open Selection Process as defined in the ASUW Personnel Policy.
- B. The Personnel Director shall not open any position for hiring without first confirming that the position's defined salary and number of hours do not require alteration and have received the approval of the Board of Directors.
- C. Each position shall have a written job description and written interview questions.
 - 1. The interview subcommittee of the Personnel Committee have a minimum membership three student members and one SAO advisor serving as an ex-officio member without a vote. These committees will be assembled by the designated committee chair alongside suggestions from the outgoing employee and the attached SAO Advisor, with approval from the Personnel Director. These student members shall include:
 - a. The Personnel Director or designated Personnel Committee member, who will preside as chair. In the case of internal hiring, the Personnel Director may waive chairmanship to entity management;
 - b. The outgoing employee whose successor will be determined, if possible; and

- c. Two student members directly involved with the program or service, including Board liaisons, other entity employees, engaged constituents, volunteers, etc.
- D. Any complaints shall be heard by the Personnel Committee in accordance with the Personnel Policy. Decisions may be appealed to the Board of Directors and shall follow the guidelines as set forth in Executive Order Fifty and the ASUW Personnel Policy.

Section 3. Positions Requiring the Approval of the Board of Directors

- A. The Personnel Committee shall be responsible for ensuring that all ASUW employees requiring the approval of the Board of Directors are hired in a manner consistent with the Personnel Policy.
- B. The Finance and Budget Director shall verify that adequate funds exist within the particular program prior to the approval of the Board of Directors.
- C. The Personnel Director, upon receipt of a justification form from the interview subcommittee and fund verification for the position, shall submit a bill naming the appointee and the position to be held to the Board of Directors.
- D. The Personnel Director shall provide the appointee with an employment contract specifying the duties of the position, compensation to be paid, the term of office, and shall make reference to University and Board of Directors requirements for employment. The contract shall be signed by the appointee and the Personnel Director before submission to the Student Activities Office.
- E. Upon receipt of notification of approval by the Board of Directors, the Personnel shall process the necessary University records to place the appointee on the ASUW payroll for the period and salary specified.
- F. The Personnel Director shall not place any person on the ASUW payroll who has not met the above criteria.

Section 4. Salaries

- A. All hourly ASUW student employees shall be paid according to the University of Washington Student Employment Pay Schedule and Classification Guidelines.
- B. All non-hourly ASUW employees shall sign letters of agreement, stipulating duties and salaries described in the job descriptions.

Section 5. Wage and Salary Rates

- A. The Finance and Budget Director shall verify that adequate funds exist within the account of the particular program for any ASUW-appointed positions.
- B. Wages and salaries shall be annually set by the Finance and Budget Committee in coordination with the Personnel Committee and approved by the Board of Directors.

Section 6. Sanctions and Appeals

- A. Complaints filed in writing regarding the behavior of any officer or employee to the Personnel Director shall initiate a formal investigatory process which may result in disciplinary actions as defined in the ASUW Personnel Policy.

- B. The Personnel Director shall review the merits of the complaint and the results of the investigation conducted prior to issuing a recommendation for sanctions in a manner in accordance with the Personnel Policy and Executive Order 50.
- C. Termination of employment may only be made by Board of Directors action and any employee subject to review shall be notified one week prior to the date of its next meeting.
- D. Sanctions applicable to all employees include reprimand, freezing of pay, or termination, and members of the Board may be subject to additional sanctions specified in Article VII, Section 4 of the Constitution.
- E. All sanctions will follow the guidelines set in the Personnel Policy.
- F. Sanctions may be imposed in the case of repeated avoidable absences, unsatisfactory work, failure to carry out work assignments, lack of cooperation with co-workers and/or supervisors, intentional and gross violations of these Bylaws, repeated lateness, inappropriate conduct or behavior as delineated in the Student Code, or gross misconduct.
- G. The ASUW President or Personnel Director may independently authorize immediate pay freezes, and the employee must be notified within five working days of this action.
- H. An employee who finds the personnel complaint process unfair or who disagrees with the Personnel Director's recommendation may appeal the recommendation directly to the Board in a manner dictated by the Personnel Policy.
- I. The decision of the Board of Directors shall be final within the ASUW.
- J. This section shall not be construed as to conflict with or take precedence over existing or future University, State, or federal laws or regulations pertaining to withholding of employee wages or termination of employees.

Section 7. Interim Appointments

- A. In cases where all of the provisions of the Open Selection Process will result in an unreasonable delay in filling an unexpected vacancy in a position, the ASUW President may make an interim appointment, subject to the approval of the Board of Directors.
- B. Interim appointments shall be for a period to be determined by the Board of Directors.
- C. Interim appointments shall only be made when adherence to the Open Selection Process would preclude adequate ASUW representation in important programming matters. This determination shall be made by the Personnel Director.
- D. Interim appointments must be presented in regular bill form, shall include on the bill the reason for needing an interim appointment and the term of the appointment, and shall need only one reading.

Article XI. ASUW Commissions, Enterprises, and Programs

Section 1. Governance

- A. The Commissions, Enterprises, and Programs of the Association shall be governed by provisions in these Bylaws, directives of the current Board of Directors, and their own Bylaws, which shall be inferior to the ASUW Bylaws and Constitution.
- B. All Commissions and Programs shall ultimately be responsible to the ASUW President and the Board of Directors.

- C. All Enterprises shall report to the Vice President through the Finance & Budget Director, who shall inform the President and the Board of Directors of their activities.
- D. Contractual agreements whose term shall expire in a different academic year than when it shall take effect must be approved by the Board of Directors.
- E. Employees of each Commission, Enterprise, and Program shall complete the duties of their employment in addition to tasks assigned by the ASUW President or the Board of Directors.
- F. The programs and services provided by each Commission, Enterprise, and Program shall be organized in cooperation with entity leaders and their direct supervisor or liaison on the Board and be consistent with ASUW policy and the ASUW budget.
- G. The following Commissions represent students who have faced historical and/or social discrimination and exist to provide resources, opportunities, and community engagement for these students through programming, coordination, and other activities:
 - 1. American Indian Student Commission;
 - 2. Asian Student Commission;
 - 3. Black Student Commission;
 - 4. Queer Student Commission;
 - 5. Latine Student Commission;
 - 6. Pacific Islander Student Commission;
 - 7. Student Disability Commission;
 - 8. Gender Equity Commission; and
 - 9. Middle Eastern Student Commission.
- H. The following Enterprises exist to provide services to the University of Washington community in a manner which does not seek to produce positive revenue:
 - 1. The ASUW Bike Shop; and
 - 2. The ASUW Bean Basket.
- I. The following Programs exist to provide services and event programming to the University of Washington community:
 - 1. Arts and Entertainment;
 - 2. Sexual Assault and Relationship Violence Activists;
 - 3. Office of Government Relations;
 - 4. Rainy Dawg Radio;
 - 5. Office of Student Health Relations;
 - 6. Office of Inclusive Design; and
 - 7. Office of International Student Advocacy.

Section 2. Establishment

- A. A new Commission, Enterprise, or Program may be created upon the recommendation of an Establishment Task Force, but no funds shall be appropriated for events, services, or the employment of additional staff for such entity until the subsequent session.
- B. A Task Force shall be charged by the Board of Directors to evaluate the merits of a proposed entity and be composed of the following voting membership:
 - 1. An at-large representative of the Board, who shall serve as Chair;
 - C. The Finance and Budget Director or proxy;
 - D. The Personnel Director or proxy;

- E. The President or proxy;
 - 1. One representative of the Student Senate;
 - 2. One representative of the Graduate & Professional Student Senate;
 - 3. A current Commission, Enterprise, or Program director or manager, based on which type of entity is to be created;
 - 4. A representative of the Student Activities Office, who shall serve as a non-voting member; and
 - 5. Other members indicated within the Board Bill to charge the task force.
- F. Each Task Force must hold a minimum of two public forums to solicit wide public input, one of which shall occur at a meeting of the Student Senate.
- G. The Task Force must prepare its findings in a written report delivered members of the Student Senate and the Board of Directors, including at minimum:
 - 1. The potential benefits of the entity being proposed;
 - 2. A discussion of the new entity's ability to interact with and complement existing resources;
 - 3. A description of job duties for each new employee of the entity;
 - 4. Testimony from affected individuals;
 - 5. Logistical details, including office location and budget recommendations;
 - 6. A recommendation for action by the Board; and
 - 7. A minority report of any dissenting opinions from members of the Task Force.
- H. The chair of an Establishment Task Force shall only submit a bill to create the new entity upon favorable recommendation of the voting members but must report any final action of the group at the next meeting of the Board of Directors.
- I. Upon its introduction and prior to approval by the Board of Directors, the bill to create a new entity must be endorsed by both the Personnel Committee and the Finance & Budget Committee by majority vote.
- J. The Board of Directors shall approve the creation of a new Commission, Enterprise, or Program, upon completion of all other requirements of this section, by a two-thirds majority of its voting membership.

Section 3. Review

- A. Any Commission, Enterprise, or Program may be comprehensively reviewed, as deemed necessary by the Board of Directors, through a Review Task Force.
- B. The voting membership of such a task force shall consist of the following members:
 - 1. The Vice President, who will serve as chair of each Review Task Force;
 - 2. The President or proxy;
 - 3. The Finance and Budget Director or proxy;
 - 4. The Personnel Director or proxy;
 - 5. The Board of Directors liaison to the entity under review;
 - 6. The current employees of the entity under review;
 - 7. One ASUW Student Senate Representative;
 - 8. One Graduate and Professional Student Senate Representative; and
 - 9. The current Student Activities Office advisor to the entity under review.

- C. No Review Task Force shall last fewer than ten academic weeks, nor may one begin and end in two separate sessions of the Board of Directors.
- D. Should the Vice President find the performance of a Program so concerning as to be deemed unfunctional but have passed the requisite time to initiate an Entity Review Task Force they may suggest defunding the program for the next fiscal year until such an Entity Review can be conducted. This decision must be recommended by both the Finance & Budget and Personnel Committees before being approved by the Board of Directors.
- E. The Vice President shall maintain records of the reviewed entities and entities in need of review.

Section 4. Funding

- A. All ASUW Commissions, Enterprises and Programs will be funded in accordance with Article V of these Bylaws.
- B. For new Commissions, Enterprises, and Programs:
 - 1. The Finance and Budget Director shall include the new entities' operational and personnel budget as recommended and approved by the Board of Directors in the budget request to the Services and Activities Fee Committee;
 - 2. Money may not be allocated from the ASUW General Fund to pay for the new ASUW Commissions, Enterprises, and Programs; and
 - 3. Money shall be available for new ASUW Commissions, Enterprises, and Programs who do not have a programming line-item from the Board of Directors Discretionary Fund, as outlined in Article V, Section 2.

Section 5. Elimination

- A. A Commission, Enterprise, or Program may be dissolved upon the recommendation of an Elimination Task Force, but the funds allocated to the entity under review shall not be reallocated nor shall its employees be terminated until the end of their regular term of employment.
- B. A Task Force shall be charged by the Board of Directors to evaluate the merits of dissolving an entity and be composed of the membership equivalent to that of an Establishment Task Force.
- C. All Elimination Task Forces must include the Personnel Director and Finance & Budget Director in their non-voting membership.
- D. Each Task Force must hold a minimum of two public forums to solicit wide public input, one of which shall occur at a meeting of the Student Senate.
- E. The Task Force must prepare its findings in a written report delivered members of the Student Senate and the Board of Directors, including at minimum:
 - 1. The potential benefits of dissolving the entity;
 - 2. A discussion of the benefits of the current entity with an emphasis on previous successes;
 - 3. Existing comparable or duplicative resources available to students at the University;
 - 4. Testimony from affected individuals;
 - 5. Logistics for the reallocation of office space and resources across the Association;
 - 6. A recommendation for action by the Board; and

7. A minority report of any dissenting opinions from members of the Task Force.
- F. The chair of an Elimination Task Force shall only submit a bill to dissolve an entity upon favorable recommendation of the voting members but must report any final action of the group at the next meeting of the Board of Directors.
- G. The Board of Directors shall approve the elimination of a Commission, Enterprise, or Program, upon completion of all other requirements of this section, by a two-thirds majority of its voting membership.

Article XII. The Office of Government Relations

Section 1. Purpose

The ASUW Office of Government Relations lobbies statewide, locally, and federally on behalf of student concerns. These issues shall be defined and limited to those in the Legislative Agenda.

Section 2. Structure

- A. The ASUW Office of Government Relations will be composed of 3 or more employees carrying out tasks as specified in their respective job descriptions:
 1. Director of Legislative Affairs;
 2. Deputy Director of Legislative Affairs; and
 3. Community Organizer.
- B. The Office of Government Relations may recruit volunteers ad hoc for community outreach and assistance in event hosting.
- C. The Office of Government Relations shall be accountable to and report to the Director of University Affairs, who shall keep the ASUW President and, as necessary, the Board of Directors informed of the Office of Government Relations' activities.
- D. In the event that the Director of Legislative Affairs is unable to attend an internal ASUW meeting required of their position, the Deputy Director of Legislative Affairs or another designee may act in proxy.

Section 3. Functions

- A. The Office of Government Relations shall:
 1. Lead the drafting of the Legislative Agenda;
 2. Lobby on behalf of issues contained within the Legislative Agenda;
 3. Plan and execute a reception for policymakers and students during Autumn Quarter;
 4. Prepare reports on legislative issues affecting students;
 5. Plan and execute Lobby Day during Winter Quarter;
 6. Prepare monthly reports on all lobbying activities and make them available to the public;
 7. Prepare additional reports as required by the job descriptions of each employee;
 8. Provide content for a website pertaining to lobbying efforts as well as promoting accessibility of information;
 9. Promote student voter registration;
 10. Perform other tasks as assigned by the Board of Directors; and

11. Surveying the student body when possible to gauge student opinion and identify potential agenda items.
- B. The Office of Government Relations shall seek to partner with the Graduate and Professional Student Senate, the Washington branch of the Public Interest Research Group, as well as politically active and politically focused RSOs from across the ideological spectrum in order to craft a non-partisan Legislative Agenda that serves all students, and to promote student voter registration across the campus community;
 1. The Office of Government Relations shall partner with the Elections Administration Committee shall partner with the to promote student voter registration on campus;
 2. The Office of Government Relations shall seek to partner with the King County government to promote student voter registration in Autumn Quarter; and
 3. The Office of Government Relations shall host at least one Town Hall in Autumn Quarter with the ASUW President and the Student Senate in order to gather student input on student issues for the development of the Legislative Agenda.

Article XIII. The Bylaws of ASUW Entities

Section 1. Submitting Proposals for Amendments to Bylaws

- A. Proposed changes to any ASUW Commission, Entity, or Program shall first be submitted to the Judicial Committee, which alone shall present such proposed changes to the Board of Directors. The Judicial Committee shall advise as to the wording and the legal effect of the proposed changes but must present them in the form desired by the proponents. The Judicial Committee shall make any recommendations it deems necessary.
- B. The respective Commissions, 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.

Section 2. Proposing Amendments to Committee and Task Force Bylaws

- 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

Section 1. Procedures for Proposing Amendments to the ASUW Bylaws

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

- C. Amendments to the ASUW Bylaws must be approved by a two-thirds vote of the Board of Directors to take effect.
- D. Grammatical Changes
 - 1. Any member of the Board of Directors may propose any changes to the grammar or font of the Bylaws;
 - a. Grammatical changes include fixing sentence structure, punctuation, syntax, and spelling error;
 - 2. The Judicial Committee must approve the changes by a majority vote; and
 - 3. If approved by the Judicial Committee, the grammatical changes must be announced at the next Board of Directors meeting where the Board of Directors may veto such changes by a majority vote of the voting memberships.

Section 3. Suspension of Bylaws

- 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

The Board of Directors shall be elected in accordance with Article VII, Section 2 of the ASUW Constitution.

Section 2. Elections Administration Committee

- A. The Elections Administration Committee Administrators shall be hired, and the at-large members of the Committee shall be appointed before the filing for candidacy/ballot measure advocates opens through the Open Selection Process. All at-large members of the Committee delineated in the Elections Policies & Procedures shall have their appointments approved by the Board of Directors.
- B. All members of the Committee shall be prohibited from involvement in the campaign for or against any candidate or ballot measure for the entirety of an election during which they are seated, unless they resign or become ineligible for their appointment 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.
- C. 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, through the Elections Policies & Procedures and its internal Administrative Policies;
2. The Elections Administration Committee has the right to make necessary interpretations of the Elections Policies and Procedures in the course of an election. The Elections Administration Committee Chair alone may not make official interpretations of the Elections Policies and Procedures. Such interpretations are binding unless appealed to the Board of Directors. Any appeal to the Board of Directors shall require a 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 include but is not limited to campaign platforms, candidate pictures, preliminary financial disclosures, polling locations, the Fair Campaign Statement, a list of activities that violate elections rules, methods of filing elections complaints, and a brief on the ASUW budget and its approval process.
4. 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; and
 - 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;
5. 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;
6. 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; and
7. The Elections Administration Committee shall educate voters as to the purpose and process of Instant Runoff Voting (IRV).

Section 3: Elections Policies & Procedures

- A. The Elections Administration Committee will also administer the elections through the approved Elections Policies & Procedures (EPP) for that session's election, which shall act as the Committee's bylaws.

- B. The Judicial Committee shall be responsible for adopting Elections Policies & Procedures and submitting them to the Board of Directors for review.
- C. The Elections Policies & Procedures shall be automatically approved with concurrence of the EAC and Judicial Committee, subject to disapproval by the Board of Directors.
- D. Disapproval of the Elections Policies & Procedures shall require a two-thirds majority vote after review by the Board at two consecutive meetings. In no case shall the Board of Directors receive these Election Policies & Procedures later than the end of the fifth week of the Winter quarter.
- E. The Elections Policies & 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;
 - 9. Guidelines for selection of poll locations;
 - 10. Membership and responsibilities of the Committee;
- F. It shall be the duty of the Chair of the Judicial Committee to supply the Elections Administration Committee Chair with the previous year's Elections Policies and Procedures.

Section 4: Elections Packet

- A. The Elections Packet shall be finalized by the Committee and made available to the public a week prior to filing for candidacy and ballot measure advocates open.
- B. Elections complaints shall solely be filed to the Judicial Committee based on articles, rules, policies, and all other items contained and listed in the Elections Packet.
- G. The Elections Packet shall include, but not be limited to, the following:
 - 1. Portions of the ASUW Constitution pertinent to elections;
 - 2. The Bylaws of the Board of Directors, Article I;
 - 3. The Elections Policies & Procedures;
 - a. An Official filing form, which includes the Fair Campaign Practices Statement;
 - 4. The University of Washington Physical Plant Policy;
 - 5. The Housing & Food Services Solicitation Policy;
 - 6. The UW Libraries Code of Conduct;
 - 7. The Elections Ambassador Code of Conduct;
 - 8. Poll locations;
 - 9. Platform statement information;
 - 10. Elections calendar;
 - 11. The Financial Disclosure deadline and information; and
 - 12. Financial Disclosure Forms.

Section 5. Candidacy

A. Eligibility for Candidacy:

1. The requirements for candidacy for ASUW Board of Directors offices shall be as follows:
 - a. The candidate must be an ASUW member;
 - b. The candidate must be a University of Washington undergraduate currently enrolled with at least six credit hours, or a graduate student with at least four credit hours, exclusive of credits in extension classes and basic ROTC classes, and must maintain a 2.0 cumulative Grade Point Average; and
 - c. The candidate cannot, at the time of filing, be under consideration for the position of Student Regent by the Governor; and
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; and
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 6. Presenting Ballot Measures

A. Ballot Measure Classifications and General Policies:

1. A ballot measure shall be any question placed on the ballot for consideration by all members of the Association at any General or Special Election;
2. An amendment to the ASUW Constitution is a ballot measure proposed by the Student Senate, Board of Directors, or by initiative of students;
3. A referendum shall be a non-binding question placed on the ballot for consideration;
4. An initiative considered by students can also take the form of a resolution of student opinion;
5. The Judicial Committee shall determine the classification of all ballot measures, review the clarity of intent for all ballot measures, and recommend changes if necessary; and
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.
- 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; and
 - b. In order for a measure to be placed on the ballot for the General Election by Referendum, it must receive a two-thirds vote of the Board of Directors and be approved no later than 5:00 p.m. on the 20th school day before the General Election;
 2. 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; and
 - 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.

Article XVI. Student Regent Selection Committee

Section 1. Powers

- A. The Student Regent Selection Committee shall convene no later than the eighth week of the Winter quarter in each year to make any modifications to components of the application process.
- B. The Committee shall solicit applications for the position of Student Regent no later than the last academic day of the Winter Quarter in each year in order to provide the student body with adequate time to prepare any necessary materials.
- C. The Committee shall close submission of applications and begin review in the third week of the Spring quarter in order to submit final candidates to the Governor for appointment.
- D. Applicants who are not chosen to move forward in the selection process will be notified no later than within a week of submitting the final nominations.

Section 2. Membership

- A. There shall be twelve voting members as follows:
 1. Seven ASUW representatives;
 2. Three GPSS representatives;
 3. One ASUW Bothell representatives; and
 4. One ASUW Tacoma representative.
- B. The ASUW representatives shall be delineated as follows:
 1. ASUW President or Presidential proxy from the Board of Directors;
 2. One at-large student who shall be appointed through the Open Selection Process;

3. One ASUW Student Senate Representative, to be selected by the ASUW Student Senate;
 4. One student member of the Interfraternity Council, Panhellenic, National Pan-Hellenic Council, and the Multicultural Greek Council appointed through the Open Selection Process;
 5. One Residential Communities Student Association (RCSA) Representative to be selected by RCSA;
 6. One representative of the Center for International Relations & Cultural Leadership Exchange; and
 7. One Vice President for Minority and Diversity's Student Advisory Board Representative, to be selected by the Student Advisory Board.
- C. The ASUW President shall serve as Chair every four years rotating between the GPSS President, ASUWB President, and ASUWT President.

Article XVII. Student Technology Fee Committee

Section 1. Purpose.

The Student Technology Fee Committee was created by the Washington State Legislature in 1996 through RCW 28b. 15.051. The purpose of this Article is to describe ASUW's oversight role over the Student Technology Fee Committee.

Section 2. Oversight

- A. The Vice President shall serve as the liaison to the Student Technology Fee Committee;
 1. The Student Technology Fee Committee liaison will be responsible for ensuring the oversight processes are carried out and will act as the liaison between the ASUW and the Student Technology Fee Committee;
 2. The Student Technology Fee liaison shall solicit the quarterly progress report from the Committee and meet quarterly with the Student Technology Fee Committee members; and
 3. The Student Technology Fee liaison will ensure the timely completion of the yearly approval process.
- B. Approval of the Yearly Funding Plan:
 1. Before the Student Technology Fee Committee can officially solicit proposals and publish the Request for Proposals (RFP) their yearly funding plan (YFP) including technology goals must be approved by ASUW and GPSS;
 2. The Student Technology Fee Committee must submit the following documents to the ASUW Board of Directors by the end of the fifth week of Autumn Quarter:
 - a. The Yearly Funding Plan, which shall include a written introduction to the Yearly Funding Plan and outline major changes or initiatives as well as new findings and the results of coordination with appropriate UW entities; and
 3. Before the end of the eighth week of Autumn Quarter, ASUW and GPSS must approve a spending plan for the Student Technology Fee.
 - a. The ASUW Board of Directors and GPSS shall review and approve the Yearly Funding Plan separately;

- b. Once the proposed Yearly Funding Plan has been passed by the ASUW Board of Directors and GPSS, final copies shall be presented to the Resolution Conference. If the presented Yearly Funding Plans from the ASUW Board of Directors and GPSS are deemed identical by the Resolution Conference, the presented Yearly Funding Plan shall be certified as the new official Yearly Funding Plan; and
 - c. If the two proposed Yearly Funding Plans differ only with regard to punctuation or typographical errors and the members of the Resolution Conference agree that the difference is strictly typographical, these errors may be corrected. In the instance that the two proposed Yearly Funding Plans differ in a non-typographical manner the Resolution Conference must convene.
- C. Resolution Conference:
1. The members of the Resolution Conference shall include; the GPSS and ASUW Board liaisons to the Student Technology Fee Committee and two additional representatives from each governing body. The ASUW Board of Directors must select two representatives to the Resolution Conference. Once the representatives have been selected, the Resolution Conference must convene as soon as possible;
 2. The ASUW and GPSS Presidents shall serve as non-voting co-Chairs of the Conference. Only one of the Presidents needs to be present to convene the Conference, and shall serve as an impartial mediator;
 3. Representatives of the ASUW and GPSS shall negotiate a compromise of the Yearly Funding Plan during the Resolution Conference. With majority vote from each governing body, the amended Yearly Funding Plan will be sent back to the ASUW Board of Directors and GPSS for approval; and
 4. Each governing body may either approve or fail the document. Amendments are not in order at this time. If the document is failed again, the Resolution Conference shall meet again and follow the process described above. If the document fails in either governing body a second time, the Yearly Funding Plan money allocation passed the preceding year shall be used.
- D. The Presidents of GPSS and ASUW shall receive and approve as detailed (signed), the Student Technology Fee Committee Annual Report by the first of September.
- E. When needed, GPSS and ASUW will convene a Joint Oversight Committee to review oversight mechanisms, internal and external processes of the Student Technology Fee, and the level of the fee.
- F. Changes to the Student Technology Fee:
1. The ASUW and GPSS may vote annually between the months of November and January to eliminate the Student Technology Fee. Elimination of the Student Technology Fee shall require majority votes of both the ASUW and GPSS. If joint action is not taken, the Student Technology Fee shall remain unaltered;
 2. The ASUW and GPSS may vote to recommend to the Board of Regents that the level of the Student Technology Fee be changed. Such a recommendation shall require majority votes of both the ASUW and GPSS. Changes in the level of the

Student Technology Fee shall be subject to the approval of the Board of Regents;
and

3. Should the ASUW and GPSS arrive in different positions regarding changes to the Student Technology Fee, they shall make a good-faith effort to seek mediation and resolve their differences in a timely manner.

Article XVIII. ASUW Political Activity

Section 1. Contributions and Endorsements

- A. Under the limited authority and purpose of the ASUW, the ASUW is prohibited from directly or indirectly making any contribution or expenditure of anything of value in connection with a local, state, or federal election. Any contribution of ASUW or other public funds or property to a political candidate or cause, or political endorsements by the ASUW, is included in these prohibitions.
- B. Under state law, the ASUW has limited authority to expend their funds to influence legislation. State case law prohibits expenditure of public monies for influencing legislation at the federal and municipal levels including action by the Congress of the United States and any local council, board, or similar governing body or by the public by referendum, initiative, constitutional amendment, or other similar process. The expenditure of public monies for influencing legislation at the state level is permitted if such monies are used for advocating the official position or interest of the University of Washington or the official position or interest of the student body of the University of Washington.
- C. The “official position or interest of the University of Washington” on any issue must be established by the Board of Regents and the ASUW must be authorized by them to act as a lobbyist on their behalf. ASUW has the ability to lobby a position different from that of the administration but relevant to the University. ASUW can lobby on higher educational issues that concern or affect University of Washington students. ASUW may lobby on ASUW agenda items in accordance with the ASUW official lobbying agendas. The President of the ASUW along with the ASUW Office of Government Relations Director of Legislative Affairs are the designated lobbyists for the ASUW. The phrase “influence legislation” and “influencing legislation”, as used in connection with these guidelines, includes contacting, or urging the ASUW membership or the general public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation, or publicly advocating the adoption or rejection of legislation.

Article XIX. Glossary

Section 1. Voting

Unless otherwise defined or delineated within the text of the ASUW Constitution or Bylaws, the following definitions shall apply to all references to voting contained herein and in the Bylaws, rules, policies, and procedures of all subsidiary Entities:

- A. “Voting membership” shall be defined as the total number of voting members in good standing, whether present or not.

- B. “Members present” shall be defined as the total number of voting members present and in good standing; and.
- C. All other references to voting shall be defined as the total number of voting members present and in good standing.

Section 2. Tabulating Votes

When tabulating the votes of members present, abstentions shall not be counted in the total number of votes cast.

Last updated: June 8th, 2006 by Karl Smith; November 30th, 2006 by Laura Baird; February 8th, 2007 by Laura Baird; April 12th, 2007 by Laura Baird; June 6th, 2007 by Laura Baird; June 8th, 2009 by Luke O’Bannan; November 16th, 2009 by Ehsan Aleaziz; December 28th, 2010 by Sarah Round; March 20th, 2011 by Sarah Round; April 7th, 2011 by Sarah Round; June 20th, 2011 by Sarah Round; 2012-2013 by Bill Dow; January 9th, 2013 by Kate Callison; March 15th, 2013 by Kate Callison; June 7th, 2013 by Kate Callison; January 7th, 2014 by Evelina Vaisvilaite; March 31st, 2014 by Evelina Vaisvilaite; June 9th, 2014 by Evelina Vaisvilaite; March 2nd, 2015 by Amber Amin; February 25th, 2016 by Noe Merfeld; June 4th, 2016 by Noe Merfeld; April 21st, 2017 by Taylor Beardall; May 8th, 2017 by Taylor Beardall; June 2nd, 2017 by Taylor Beardall; November 13th, 2017 by Bo Goodrich; January 25th, 2018 by Bo Goodrich; March 8th, 2018 by Bo Goodrich; April 25th, 2018 by Bo Goodrich; May 24th, 2018 by Bo Goodrich; March 5th, 2019 by Casey Duff; March 13th, 2019 by Casey Duff; May 23rd, 2019 by Casey Duff; February 17th, 2020 by Cooper Robertson; February 4th, 2021 by Antonio Gonzalez; March 7th, 2021 by Antonio Gonzalez; March 20th, 2021 by Antonio Gonzalez; February 16th, 2023 by Brent Seto; March 9th, 2023 by Brent Seto; November 30th, 2023 by Francisco Dojenia; May 23rd, 2024 by Francisco Dojenia; December 5th, 2024 by Zoe Stylianides; June 5th, 2025 by Zoe Stylianides and Jacob Gannon.