



STUDENT GOVERNMENT

BY-LAWS

ASSOCIATED STUDENTS OF

WASHINGTON STATE UNIVERSITY VANCOUVER

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TITLE I-SYSTEM OF BY-LAWS

100.00 PURPOSE

100.01 The purpose of the ASWSUV By-Laws shall be to:

- A. Implement the ASWSUV Constitution.
- B. Specify policies and operating procedures of ASWSUV not otherwise enumerated in the ASWSUV Constitution.
- C. Specify the powers, functions, duties, and responsibilities of all ASWSUV officials not otherwise enumerated in the ASWSUV Constitution.
- D. Serve as an organizational document for ASWSUV.
- E. The ASWSUV By-laws shall not be in conflict with the ASWSUV Constitution, regulations of Washington State University, laws of city, state, and/or county government.

110.00 BY-LAW AUTHORITY

110.01 No part of the ASWSUV By-Laws may supersede any rules or regulations established by the ASWSUV Constitution.

110.02 If any part of the ASWSUV By-laws conflict with the ASWSUV Constitution, it shall be amended to collaborate with the ASWSUV Constitution.

110.03 No document produced by any student government outside the ASWSUV shall subvert the directives established by ASWSUV By-laws or ASWSUV Constitution.

120.00 BY-LAW COMPLIANCE

120.01 All members of ASWSUV serving in any capacity whatsoever within ASWSUV must comply with the By-Laws, unless such compliance is in direct conflict with the ASWSUV Constitution, the rules of Washington State University, or the laws of the city, county, state, or federal government.

120.02 Willful and/or deliberate disregard of these By-Laws shall be grounds for removal of office through impeachment, recall, or dismissal.

120.03 For the purposes of any and all deadlines outlined in the Constitution and/or By-Laws, hours and days shall be defined in the following ways:

- A. All references to “days” or “school days” in the Constitution and By-Laws shall mean those days (Monday through Friday only) designated by the university as “instructional days.”
- B. All references to “hours” that are multiples of 24 (i.e., one day) will be interpreted in the same manner as the above paragraph.

130.00 BY-LAW FORM

130.01 By-Laws format will read as follows:

000.00 Heading

A. Main body of governance

1. Subsection

a. Subsubsection

130.02 The ASWSUV By-Laws shall be divided into headings dealing with relate and similar subjects. Each heading shall be, in turn, divided into alphanumerically designed subsections as enumerated in section 130.03 and shown in section 130.01.

130.03 Each chapter heading may be subdivided by means of a decimal arrangement. For example: heading 100.00, 100.01, 100.02, and so on; and each of these sections will have a main body of governance divided into paragraphs using capital letters in alphabetical order and may be subdivided further into subsections using integer numbers and subsubsections using lower case letters in alphabetical order.

140.00 BY-LAW AMENDMENT

140.01 The ASWSUV By-Laws may be amended be a four-fifths (4/5) vote of the seated membership of the ASWSUV Senate.

A. A vote of eight-eleventh (8/11) will take the place of a four-fifths (4/5) vote.

140.02 The ASWSUV Senate shall have the authority to enact ASWSUV By-Laws except for those sections of the By-Laws which serve as the AWSUV Judicial Board Procedures Manual.

140.03 The ASWSUV Judicial Board shall have the authority to enact its own rules and procedures and submit them to the Senate for inclusion in the ASWSUV By-Laws.

A. The Judicial Board shall have the sole authority to amend Title IV.

140.04 The ASWSUV Executive Branch shall have the authority to recommend changes to By-Laws title III-The Executive Branch. Without a recommendation from the Chief of Staff and ASWSUV President for changes, the ASWSUV Senate may not create changes to this section of the By-Laws.

140.05 ASWSUV Committees shall have authority to recommend changes to By-Laws which govern their Committee under Title IX-Committees. Without a recommendation from the Chair of the Committee requesting such changes, the ASWSUV Senate may not create changes to this section of the By-Laws. The Committee may only recommend changes to their bodies governing By-Laws under Title IX-Committees.

140.06 The ASWSUV Elections Board shall have authority to recommend changes to By-Laws Title VI-Election Codes. In the event that the Elections Board shall not have a chair, the President, the Chair Pro-Tempore, and the Chief Justice shall together have the authority to recommend changes to Title VI. Any existing Elections Board members must be informed of the recommendations by the President within 24 hours and the Elections Board members shall be given 48 hours to issue a response before any by-law amendment is officially considered. Without a recommendation from the Elections Board Chair or the President, Chair Pro-Tempore, and the Chief Justice for changes, the ASWSUV Senate may not create changes to this section of the By-Laws.

140.07 All senatorial legislation shall be turned into the Vice President seventy-two (72) hours in advance of the next senate meeting in order for the legislation to be available for the meeting.

140.08 The Vice-President must approve senatorial legislation in cases of emergency to the Senate if it has been submitted after the seventy-two (72) hour period.

140.09 By-Law amendments shall be considered as taking effect the day after the forthcoming Spring commencement of the current academic year in which the legislation has been passed by the Senate Rules and Administration Committee and Senate.

A. By-Law amendments may take effect at an earlier date upon reasonable justification presented to and passed by the Senate.

140.10 By-Law amendments shall be amended into the official By-Law document by the ASWSUV Judicial Board after the 2nd week of the By-Law amendment being passed by the ASWSUV Senate.

150.00 BY-LAW TABLE OF CONTENTS

150.01 The ASWSUV By-Laws shall be organized as follows:

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150.02 The table of contents for these By-Laws shall be placed at the front of the By-Laws.

TITLE II-THE LEGISLATIVE BRANCH

200.00 CHAIR PRO-TEMPORE

200.01 The Chair Pro-tempore of the Senate (Chair Pro-temp) shall have the following duties and responsibilities:

- A. Chairing the Senate Rules and Administration Committee.
- B. Acting as the Chair of the Senate in the Vice Presidents absence.
- C. Acting as the ASWSUV Parliamentarian.
- D. To set and adopt the Senate agendas with the Vice President.
- E. To represent the ASWSUV Senate in all Judicial Board hearings where the ASWUV Senate is either a petitioner or respondent.
- F. Acting as the official liaison between the Legislative Branch and the other Branches of ASWSUV government.
- G. Representing ASWSUV at meetings and to the media on behalf of the ASWSUV Senate, except regarding financial matters
- H. Managing the ASWSUV Senate office.
- I. The Chair Pro-tempore will have the mandatory responsibility to pursue Judicial Board action against any Senator not reasonably fulfilling their defined duties in Chapter 280.00.
- J. Serve as a voting member of the Senate Budget Committee.
- K. The Senate Pro-Tempore shall assign all bills, by-laws and resolutions a number before sending them to RAC and Senate. In the event the Pro-Tempore is not available to number legislation, the Vice President shall number bills, by-laws and resolutions in their place.

200.02 The duties enumerated in Sections A through I inclusive shall not be delegated.

200.03 The Senate Pro-Tempore may have other duties as may be assigned by the following: ASWSUV Senate, ASWSUV Vice President, and the Rules and Administration Committee.

200.04 The Chair Pro-Tempore of the Senate shall maintain at least five (5) office hours per week.

200.05 The Chair Pro-Tempore of the Senate shall not be the Senate Secretary or the Chair of any Senate Standing Committee.

200.06 The ASWSUV Senate Chair Pro-Tempore during Senate Rules and Administration Committee meetings and Senate meetings, if the ASWUV Vice President is absent, may use a subsidiary motion to advance the First Reading of any legislation during the Senate Rules and Administration Committee meeting or proceeding the review of the Senate Rules and Administration Committee's approval (if the ASWSUV Vice President is absent from the Senate meeting) after the reading of the first line on the legislation to the last line in which the First Reading would be concluded.

201.00 SECRETARY

201.01 The Senate Secretary shall have the following duties and responsibilities:

- A. To record and distribute Senate meeting minutes for all Senate meetings.
 - 1. Meeting minutes will be distributed at least one seventy-two (72) hours prior to the next senate meeting for Senate approval.
 - 2. After final approval of the meeting minutes by the Senate, the finalized, amended meeting minutes will be redistributed to all Senators, Vice President, Director of Marketing, and Director of Digital Communications.
 - 3. The Senate Secretary shall be allowed to record, with a voice-recording device, any and all Senate and committee meeting.
- B. To amend the meeting minutes.
 - 1. Meeting minutes can be amended by the Senate Secretary as long as it is seventy-two (72) hours before the Senate meeting.
 - 2. Meeting Minutes must be amended at a Senate meeting by a majority vote after the seventy-two (72) hour deadline outlined in Chapter 201.02 (B) (1).
- C. To Organize the Senate Shared Drive.
- D. Serve as a voting member of the Senate Budget Committee and Senate Rules and Administration Committee.

201.03 The Senate Secretary shall not be the chair of a Senate Standing Committee.

201.04 The Senate Secretary shall be responsible to record and distribute meeting minutes for the following committees:

- A. The Rules and Administration Committee

201.05 The Senate Secretary may have other duties as may be assigned by the following: ASWSUV Senate, Chair Pro-Tempore of the Senate, and the Rules and Administration Committee.

201.06 The Senate Secretary shall contribute at least five (5) posted office hours each week to their duties until commencement. Posted office hours must be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks, and the schedule can fluctuate based on class schedules.

210.00 SENATE STANDING COMMITTEES

210.01 The Senate shall have the following standing committees:

- A. External Affairs.
- B. Finance
- C. Internal Affairs
- D. Justice, Equity, Diversity, Inclusion (J.E.D.I)

210.02 Senate Standing Committees shall be chaired by ASWSUV Senators. All ASWSUV Senators serve on at least one standing committee.

- A. Senators shall inform the Chair of the committee on which they serve of absence eight (8) hours prior to the committee meeting thus having an excused committee absence.
 - 1. Any Senator that has more than two (2) unexcused committee absences or more than four (4) excused committee absences for this academic year will be dismissed.
 - a. At the time of the third (3rd) unexcused committee absence, or the first absence after the fourth (4th) excused absence, the seat will become open for applications pending verification of absences by the Senate Rules and Administration Committee.
- B. Fifteen (15) minutes after the meeting has officially been called to order, all Senators not present, and not otherwise excused, will incur an unexcused committee meeting absence.
- C. In the event that unexcused absences due to extraordinary circumstances lead to dismissal the Judicial Board shall have the ability to overturn the dismissal if they deem it necessary.

210.03 Each Senator shall choose his/her own Senate Standing Committee upon which to serve. If no choice is made, appointments to the standing committees shall be made jointly by the ASWSUV Vice President and the Chair Pro-tempore of the Senate by the second Senate meeting.

210.04 Voting Membership. The voting members of each standing committee shall consist of the ASWSUV Senators assigned to it.

210.05 Committee Officers. Each standing committee shall elect from its voting membership a Chair and other officers as the committee shall deem necessary, unless otherwise stated in the Constitution and By-laws.

- A. The Chair of each Standing Committee shall hold at least four (4) office hours per week

210.06 Monthly Reports

- A. The Chair of each standing committee shall submit a written report of the committee's activities monthly to the Vice President.
- B. The report shall include at least the following:
 - 1. The names of the committee members and officers.
 - 2. Specific projects and programs that were passed through, initiated by, and/or acted on by the committee.
 - 3. A general statement describing the action taken on the items described in (b).
 - 4. A statement evaluating the committee.
 - 5. A statement citing possible improvements to the committee

211.00 THE SENATE EXTERNAL AFFAIRS COMMITTEE

211.01 Ex-Officio members is the ASWSUV President, or a representative from the Executive Branch approved by the President.

211.02 The duties of the Senate External Affairs Committee shall be:

- A. To review all actions of the Council of Faculty Representatives and its committees and the university administration and its committees, with regard to student concerns. If throughout their review the committee deems necessary action be taken, they shall draft an appropriate resolution or seek the appropriate action.
- B. To oversee the interests of the students and that of ASWSUV in relations with the local community and other non-ASWSUV student groups and associations.
- C. To review actions of the state government with regard to student concerns and formulate appropriate responses to be forwarded to the Senate for action.
- D. To periodically review the public relations exposure of ASWSUV and forward appropriate concerns and ideas to the Senate and Executives.

212.00 THE SENATE FINANCE COMMITTEE

212.01 The duties of the Senate Finance Committee shall be:

- A. Overseeing the administration of ASWSUV financial matters and interests
- B. To initiate/or review all supplementary budget and funding requests and transfers.
- C. To periodically review the Budget, Finance, and Funding Codes, and offer and revisions and/or amendment.
- D. To educate the Student Body about financial matters in relation to student funds.

212.02 Bills dealing with financial matters must be processed by the Finance Committee according to the guidelines set by that year's membership prior to the second reading; this requirement may be overridden by a two-thirds (2/3) vote by the seated membership of the Senate.

212.03 Duties of the Chair of the Finance Committee.

- A. To represent ASWSUV in meetings that pertain to ASWSUV Senate financial matters.
- B. To represent ASWSUV to the media regarding ASWSUV Senate financial matters

213.00 THE SENATE INTERNAL AFFAIRS COMMITTEE

213.01 Ex-Officio member is the ASWSUV Vice-President, or a representative from the Executive Branch approved by the Vice-President.

213.02 The duties of the Senate Internal Affairs Committee shall be to:

- A. Initiate projects, to create or start programs, add new services, or other offerings that will improve the college experience for students.
- B. Create opportunities for students campus wide to express interest, concerns, or ideas directly to Student Government.
 - 1. Input from the student body will be passed on by members of the Internal Affairs Committee to relevant University departments and members.
- C. Be responsible for student outreach efforts on behalf of ASWSUV Senate by maintaining open lines of communication with the student body to determine and assess general wants, needs, and concerns of students.

1. Create and distribute a student survey that gathers information on topics and issues of University for use by ASWSUV.
 2. Any other information gathering projects as deemed necessary by the Internal Affairs Committee, ASWSUV Executives or Senate.
- D. Initiate projects to improve interiors and exteriors of buildings including but not limited to, student buildings/areas, landscaping, art work, stairways, hallways, commons, and game room.
- E. Provide official Senate collaboration to University committees and councils in order to give student perspective on issues that affect the student body.
- F. Perform duties needed in order to facilitate the set up and oversight of any ASWSUV committees as outlined in chapters 800.00 and 810.00.
- G. Maintain communication with clubs and to act as a liaison between Senate and clubs.
1. The internal Affairs Committee shall contact all club leaders at least once per semester regarding possible club funding through Senate bills and other assistance Senate may be able to offer clubs across campus.

214.00 THE SENATE Justice Equity Diversity Inclusion COMMITTEE

214.01 Ex-Officio member is the ASWSUV Vice-President, or a representative from the Executive Branch approved by the Vice-President.

214.02 The duties of the Senate Justice Equity Diversity Inclusion Committee shall be to:

- A. Initiate projects, to create or start programs, add new services, or other offerings that will improve Diversity and Equity on campus for all students.
- B. Create opportunities for students in underrepresented groups campus wide to express interest, concerns, or ideas directly to Student Government.
- C. Input from the student body and Students of Color Coalition will be passed on by members of the J.E.D.I. Committee to relevant University departments and members.
- D. Be responsible for student outreach efforts on behalf of ASWSUV Senate by maintaining open lines of communication with the student body to determine and assess general wants, needs, and concerns of students.
- E. Create and distribute a student survey that gathers information on topics and issues regarding Justice Equity Diversity and Inclusion, especially from those of underrepresented groups of the University for use by ASWSUV.
- F. Initiate projects to improve the quality of life for students from underrepresented groups.
- G. Provide official Senate collaboration to University committees and councils to give student perspective on issues affecting the student body from groups that are underrepresented and systematically oppressed.
- H. Perform duties needed to facilitate the set up and oversight of any ASWSUV committees as outlined in chapters 800.00 and 810.00.
- I. Maintain communication with clubs and act as a liaison between Senate and Identity based clubs and Students of Color Coalition
- J. J.E.D.I Committee shall contact all identity-based club leaders at least once per semester regarding club issues there members alike may be facing, and other assistance Senate may be able to offer

220.00 OTHER PERMANENT SENATE COMMITTEES

- 220.01 The permanent Senate committees shall be:
- A. The Rules and Administration Committee.
 - B. The Budget Committee.

221.00 THE SENATE RULES AND ADMINISTRATION COMMITTEE

- 221.01 The voting members of the Rules and Administration Committee shall consist of the Chairs of the Senate Standing Committees, the Chair Pro-tempore of the Senate, Senate Secretary, and the Vice President.
- 221.02 The Chair of the committee shall be the Chair Pro-tempore.
- 221.03 The ASWSUV Vice President shall be the Vice Chair if the Rules and Administration Committee.
- 221.04 The duties of the Senate Rules and Administration Committee shall be:
- A. Authority concerning referral, review, and revision of the ASWSUV By-Laws, and any further laws, codes, rules, or regulation affecting the governance of ASWSUV.
 - B. To administer and coordinate all internal affairs of the Senate.
 - C. To oversee the budget of the Senate.

222.00 THE SENATE BUDGET COMMITTEE

- 222.01 The voting members of the Budget Committee shall be the Finance Committee, the Internal Affairs Chair, the External Affairs Chair, the Senate Chair Pro-Tempore, the Senate Secretary, the ASWSUV Vice President, and a member of the Executive Cabinet to be appointed by the President. The non-voting members of the Budget Committee shall be the ASWSUV President.
- 222.02 The Chair of the committee shall be the Finance Committee Chair.
- 222.03 The duties of the Senate Budget Committee shall be the preliminary allocation of the annual ASWSUV budget.

230.00 APPLICATION FORM FOR THE SENATE

- 230.01 An application form will be provided by the ASWSUV to potential candidates for Senate.
- 230.02 The Application form for the Senate must be in accordance with all relevant State of Washington and ASWSUV guidelines.

231.00 SENATOR-ELECT

231.01 Senators-elect may:

- A. Sit on the Rules and Administration Committee, the Budget Committee, and standing committees as ex-officio, non-voting members.
- B. Confirm the incoming Executives, Executive Cabinet and ASWSUV Committee Chairs as needed.
- C. Confirm appointments by the President-elect to fill up to three (3) vacancies in the Senate-elect occurring after the general election, by the process detailed in the ASWSUV Constitution.
- D. Appointed to the position of Chair Pro-Tempore and Senate Secretary.

240.00 WAGES OF SENATORS

240.01 Senators shall be paid based on the number of office hours held and hours spent in attendance at Senate meetings, Senate committee meetings, All-Student Government meetings, trainings, and retreats.

- A. Senators shall be paid in compliance with the state minimum wage rates and approved ASWSUV budget.

240.02 Senate Meetings

- A. Senators shall not receive compensation for absences at Senate meetings.
- B. Senators who arrive at Senate meeting in which Quorum is not made shall receive compensation the same as if quorum was made.
- C. Senate meetings in which quorum is not made will still count as a meeting in determining the number of overall meetings for the semester.

240.03 Senate Retreat

- A. Every Senator will be required to attend the Senate Retreat at the beginning of the School semester or every semester mandated by the Vice President of ASWSUV.
- B. The date will be established by the Vice President prior to the first candidate meeting of the general ASWSUV election.
- C. This is a mandated meeting. If any Senator cannot attend the Senate Retreat, the Senator will formally resign their position.

250.00 SENATE PARILMENTARY RULES AND PROCEDURES

250.01 The recent published edition of Roberts Rules of Order, Newly Revised, shall govern the proceedings of the meetings of the Senate, so long as they shall not conflict with any of the rules or procedures specifically set forth in the ASWSUV Constitution and/or By-Laws.

251.00 SENATE VOTING PROCEDURE

251.01 All votes on bills, resolutions, and confirmations shall be by roll call, unless a motion shall be made and passed for a unanimous ballot.

251.02 Proxy voting by absent Senators shall not be allowed.

251.03 Conflict of interest:

- A. Senators shall abstain from voting on any ASWSUV financial matter in which they have a direct benefit from voting on and/or ensuring its approval through the Senate or any of the Senate's Committees which they may be a voting member of.
- B. The Senate shall adjudicate any controversy arising out of a Senator's conflict of interest.

260.00 SENATE BILLS

260.01 Bills are drafted documents proposing legislative action to the Senate for approval.

260.02 Bills shall be sponsored by two or more Senators, or by the ASWSUV Vice President in conjunction with one or more Senators.

- A. All senatorial legislation shall be turned into the Vice-President forty-eight (48) hours in advance of the next Senate meeting in order for the legislation to be available for the meeting.
- B. The Vice-President must approve senatorial legislation in cases of emergency to the Senate if it has been submitted after the forty-eight (48) hours period.
- C. Senate legislation shall be distributed to all Senators and relevant parties before the next Senate meeting.
- D. All individuals requesting funds from ASWSUV Senate must attend the Senate meeting to speak on behalf of their funding request. The Senator that has chosen to sponsor the bill is responsible for contacting the requestor of the funds so they may send a representative to the meeting.

260.03 Bills shall be printed in Washington State Legislative Form for presentation.

260.04 Presentation of Bills to the Senate will be open for debate upon the second presentation to the Senators.

- A. No debate is allowed on a bill up for its first reading (unless it has been moved to a second reading).
- B. After the first reading, all bills shall be automatically referred to the appropriate committee (unless moved to a second reading).
- C. Bills can be moved to a second reading only after two-thirds (2/3) majority affirmative vote.

260.05 Committee Referral.

- A. Bills dealing with financial matters shall be referred to the Finance Committee.
- B. Bills dealing with external matters shall be referred to the External Affairs Committee.
- C. Bills dealing with ASWSUV Committee/Programming matters shall be referred to the Internal Affairs Committee.

- D. Bills dealing with the governance of ASWSUV shall be referred to the Rules and Administration Committee.
- E. Jurisdictional disputes shall be resolved by the ASWSUV Vice President and Chair Pro-Tempore.

260.06 Committees shall have five (5) school days to act upon all matters referred to them (except for committee status bills which fall under the provisions of Title IX of these By-Laws).

260.07 Committee action shall take one of four forms:

- A. "Do pass" recommendation.
- B. A "do not pass" recommendation.
- C. No recommendation.
- D. A do pass as amended recommendation.

260.08 Second readings on Senate bills may occur after any one of the following has happened:

- A. The bill is moved to a second reading.
- B. It has been read at a previous meeting.

260.09 If a bill is passed by the Senate, the ASWSUV President shall, within four (4) school days:

- A. Sign the bill, in which case it shall take immediate effect.
- B. Not sign the bill in which case it shall take effect five (5) school days after Senate passage.
- C. Veto the bill by informing both the Vice President and the Senate Chair Pro-temp of such action in writing.

260.10 If the President vetoes a bill it shall automatically be returned to the Senate as a second reading at the next scheduled meeting. Here the bill shall require a two-thirds (2/3) vote of the seated membership of the Senate to override the veto and take effect.

260.11 Final engrossed copies of the bill shall carry:

- A. The date of approval by the Senate.
- B. The signature of the officer presiding at its approval.
- C. The dated signature of the President, if signed by the President into effect.

260.12 Any bill passed by the ASWSUV Senate appropriating funds to a club or committee for an event is required to display, "Co-sponsored by ASWSUV" in 14-point font or font equal to the average size lettering on the advertising, for all advertising for the event(s). This by-law shall go into effect immediately after the legislation is approved.

260.13 Any Bill that allocate funds for an event is required to display, "All advertisements shall be approved by the Director of Communications prior to distribution."

- A. The Prime Sponsor of the Bill will assist the requestor in the process.

270.00 SENATE RESOLUTIONS

270.01 Resolutions are document formally stating the official policy opinion, will, or intent of ASWSUV as approved by the Senate.

270.02 Resolutions shall be discussed at the Rules and Administration Committee meeting prior to the main discussion at the Senate meeting.

270.03 Resolutions shall be sponsored by two or more Senators, or by the ASWSUV Vice President in conjunction with one or more Senators.

- A. All senatorial legislation shall be turned into the Vice-President seventy-two (72) hours in advance of the next Senate meeting in order for the legislation to be available for the meeting.
- B. The Vice-President must approve senatorial legislation in cases of emergency to the Senate if it has been submitted after the seventy-two (72) hours period.
- C. Senate legislation shall be distributed to all Senators and relevant parties before the next Senate meeting.

270.04 Resolutions shall be printed in Washington State Legislative form for presentation.

270.05 Resolution shall be open for debate upon their first presentation to the Senate.

270.06 Resolution shall be passed with four-fifths (4/5) vote of the seated Senate.

270.07 Resolutions take effect immediately following their approval by the Senate.

270.08 Final engrossed copies of the resolutions shall carry:

- A. The date of approval by the Senate.
- B. The signature of the officer presiding at its approval.

280.00 DUTIES OF ASWSUV SENATORS

280.01 All ASWSUV Senators shall be responsible to:

- A. Regularly attend ASWSUV Senate meetings, which are to be held weekly at 8:00 am on Thursday(s) in accordance with the ASWSUV Constitution.
 - a. The Senate may amend the time and/or date for the semester with a fourth-fifths 4/5 vote of the seated Senate membership.
- B. Inform the Vice President or Senate Pro-Tempore of absences 12 hours prior to the Senate meeting thus having an excused absence.
 - a. Any senator that has more than two (2) unexcused absences or more than four (4) excused absences during one (1) semester of the academic year will be dismissed.
 - i. At the time of the third (3rd) unexcused absences, or the fifth (5) excused absence, the seat will become immediately open for applications.
 - ii. Any Senator who is dismissed from office in accordance with subsection 1 (a) shall be deemed ineligible to serve as a Senator for the remainder of the academic year.

- iii. In the event that unexcused absence due to extraordinary circumstances lead to dismissal the Judicial Board shall have the ability to overturn the dismissal if they deem necessary.
- C. Five (5) minutes after the meeting has been officially called to order, all Senators not present, and not otherwise excused, will incur an unexcused absence.
- D. Post and Maintain at least three (3) office hours per week.
 - a. Senators will be required to maintain a record of office hours served, through the use of a time verification mechanism that will be provided by ASWSUV. During these office hours, senators shall work on by-law amendments, senate bills, resolutions, reviewing the Constitution and By-laws, outreach to students, and other duties assigned by the ASWSUV President, Vice President, Pro-Tempore and the Senate.
 - b. Senators may miss the time-slip deadline a maximum amount of two (2) times per academic year.
 - c. In the occasion that a Senator has failed to turn in their time-slips twice per academic year, the Senator will be required to meet with the Pro-Tempore and ASWSUV Senate Advisor.
 - d. The Senate Pro-Tempore will be required to maintain accountability of all Senate time-slips to ensure office hours have been fulfilled.
 - e. All posted hours will be scheduled between the hours of 7:00 a.m. and 6:00 p.m.
- E. Perform any duties deemed necessary by ASWSUV Officers, Senate, Constitution, or By-Laws.
- F. Read the Constitution and By-Laws and have a working knowledge of the responsibilities of ASWSUV within the first week of the fall semester; and maintain working knowledge for the betterment of WSUV students. Senator filling vacancies should accomplish the above duty withing two (2) weeks of taking office.
- G. Any student, Senator, or Cabinet Member may request a judicial hearing challenging the performance of a Senator concerning the above duties.
 - a. Any student, Senator, or Cabinet Member should follow section 430.00
- H. Each Senator shall complete a weekly activity report to be turned in by the end of the week Friday by 5pm.
 - a. If a Senator fails to turn in a weekly activity report four (4) times during the year, the Vice President and Pro-Tempore are required to meet with said Senator.

281.00 ASWSUV LOGO AND BRANDING GUIDELINES

- 281.01 The Associated Students of Washington State University Vancouver shall have an official logo to publicly represent the organization.
- A. All ASWSUV branding and logos shall follow the core concepts below and the Branding Guidelines, which are maintained by the current Director of Communications.
 - B. Amendment of this logo and Branding Guidelines shall be made by a two-thirds (2/3) vote of the seated Senate members.

282.00 ASWSUV MISSION STATEMENT

281.01 The ASWSUV shall have a mission statement.

- A. Amendment of this mission statement shall be made by a four-fifths (4/5) vote of seated Senate members.

290.00 SENATE VACANCIES

290.01 No candidate for Senate Appointment shall hold and other elected ASWSUV position, Executive Cabinet position or Judicial Board position. If a member of the aforementioned groups wish to be considered for a Senate position they must formally resign their current position prior to accepting the vacant Senate position.

290.02 In the event that there is an open Senate seat during the Academic session, the ASWSUV President, and/or Vice-President shall hire a WSU-V student to fill the position.

TITLE III-THE EXECUTIVE BRANCH

300.00 ASWSUV PRESIDENT

300.01 The ASWSUV President shall carry out the policies of ASWSUV as set in the ASWSUV Constitution, By-Laws, and Senate actions.

300.02 The ASWSUV President shall oversee all ASWSUV programs and activities subject to the direction of the ASWSUV Senate.

300.03 The ASWSUV President shall be responsible for the following:

- A. Communicating the needs and concerns of undergraduates and graduates to the University administration including:
 - a. Meeting with the University administrators.
 - b. Developing proposals and comments regarding University policy.
 - c. Attending other meetings with faculty, Deans, and other administrators as needed.
 - d. Asserting student needs at all times.
- B. Communicating and asserting student needs to the State Legislature, the Governor, and Higher Education Coordinating Board.
- C. Representing ASWSUV at meetings and to the media.
- D. Keeping an open line of communication with the Faculty Senate.
- E. Representing the Executive Branch in all Judicial Board hearing where the Executive Branch is either a petitioner or respondent. This duty may be delegated.

300.04 The ASWSUV President shall appoint student to:

- A. Faculty Senate committees and sub-committees.
- B. Presidential standing committees.
- C. Other non-ASWSUV committees.

300.05 The ASWSUV President shall appoint the following as directed by the ASWSUV Constitution and By-Laws:

- A. Executive Cabinet.
- B. Elections Board Members.
- C. ASWSUV Judicial Board Members.

300.06 The Student Body shall be made aware of all paid and unpaid positions within ASWSUV. All information pertaining to these positions shall be published in several formats. Option includes articles or advertisements in the Vancougar, informational posters during each election period, a web-site accessible to all students, the student handbook or the forthcoming ASWSUV handbook, etc. (2-27-98).

300.07 The ASWSUV President shall post and maintain, between the hours of 7:00am and 6:00pm, at least ten (10) office hours per week excluding Thanksgiving, winter and

spring breaks, and ten (10) hours outside of the office per week throughout the entire term of office.

300.08 The ASWSUV President shall present the Senate with relevant background information and resume/vita for all appointees, candidates, and/or nominees for ASWSUV positions requiring Senate confirmation. This information shall be provided directly to all Senate members at least two (2) business days prior to the meeting at which candidates will be presents for confirmation.

A. In the event that the Senate is not provided with adequate background information regarding appointees, candidates and/or nominees within the required time frame, the confirmation process shall proceed during the next regularly scheduled Senate meeting.

300.09 The ASWSUV President will provide an official individual report at every Senate meeting of the individual and/or collaborated ASWSUV work that has been conducted from the preceding Senate meeting to the current Senate meeting.

A. These individual reports will be official documents.

310.00 VICE PRESIDENT

310.01 The ASWSUV Vice President shall have the following duties:

- A. Chairing the ASWSUV Senate meetings.
- B. Performing any duty deemed necessary by ASWSUV Officers, Senate, Constitution or By-Laws.
- C. Representing ASWSUV at meetings and to the media on behalf of the ASWSUV President and Senate.
- D. The ASWSUV Vice President shall post and maintain, between the hours of 7:00am and 6:00pm, at least ten (10) office hours per week excluding Thanksgiving, winter and spring breaks, and ten (10) hours outside the office per week, throughout the entire term of office.

310.02 The ASWSUV Vice President shall assume all powers and duties of the ASWSUV President in the event that the President is absent or unable to preform the obligations associated with the office.

310.03 The ASWSUV Vice President shall fulfill other duties as directed by the ASWSUV President, Constitution, By-Laws, and Senate policy in the form of Resolution or Bills.

310.04 The ASWSUV Vice President, during Senate meetings, may use a subsidiary motion to advance the First Reading of any Legislation proceeding the review of the Senate Rules and Administration Committee's approval after the reading of the first line on the legislation to the last line in which the First Reading would be concluded.

320.00 EXECUTIVE CABINET OFFICERS

320.01 Executive Cabinet Officers shall be those members of the Executive Branch whose responsibilities are of such consequence to the functioning of ASWSUV that their appointment shall require confirmation by the Senate as delineated in the ASWSUV Constitution.

320.02 The Executive Cabinet may include at least the following officers:

- A. Director of External Legislative Affairs
- B. Director of Internal Legislative Affairs
- C. Director of Communications
- D. Director of Marketing
- E. Chief of Staff
- F. Director of Campus and Community Outreach
- G. Director of Diversity, Equity and Inclusion
- H. Director of Environmental Sustainability and Advocacy

320.03 Any other Executive position shall be confirmed by the incoming Senators when the adopt the ASWSUV budget.

320.04 Director of Legislative Affairs

- A. The Director of Legislative Affairs (DLA) shall serve the ASWSUV President as an executive staff member in the ASWSUV Executive Branch. The DLA shall be responsible for representing the ASWSUV in the local, state, and national political scene in accordance with the agenda set forth by the ASWSUV President and approved by the Senate. The DLA when planning events must consider promoting diversity, community involvement, and research opportunities. The focus of the DLA involves increasing student participation in the local, state, and national political processes. Finally, it is the responsibility of all executive staff to support other Executive staff members, Senators, and other ASWSUV personnel.
- B. The DLA shall have and exercise the following powers and duties:
 - a. Perform duties in accordance with the ASWSUV Constitution and By-laws.
 - b. Perform duties in accordance with the executive agenda as assigned by the ASWSUV President
 - c. Serve as a senior advisor to the ASWSUV President on matters concerning legislative affairs
 - d. In preparation for the Washington State Legislative Session in the Fall, perform duties on behalf of ASWSUV, ASWSU, and partnered associations including but not limited to:
 - i. Gather input from the student body and student organizations/groups on legislative agenda for the ASWSUV.
 - ii. Create a legislative agenda with the ASWSUV President and the Internal Director of Legislative Affairs (IDLA), to be presented and approved by the senate no later than the last week of October.
 - iii. Attend all applicable Board of Director and General Assembly meetings.
 - iv. Serve on the Legislative Affairs Student Government Council committee to plan “CougDay at the Capitol” and seek effective advertising methods to increase student attendance.
 - v. Inform students on legislative issues as they concern the local community.

- e. During the Washington State Legislative Session, perform duties on the behalf of ASWSUV, ASWSU, and WSA including but not limited to:
 - i. Maintain a consistent presence in Olympia during the legislative session on behalf of student needs, ASWSU legislative agenda, and applicable partnered associations legislative agendas.
 - ii. Research opportunities and recruit students to engage with the legislative process.
 - iii. Represent student interest to appropriate government organizations.
 - iv. Work with students to voice concerns within the local community.
 - v. Frequently communicate with the ASWSUV President, Legislative Committee and IDLA, and other Directors Legislative Affairs in the WSU system to collaborate on larger university-wide efforts as they concern legislative affairs.
 - vi. Meet with State Representatives and Senators from the 17th, 18th, 19th, and 49th districts for the benefit of WSU Vancouver students.
 - vii. Continually research and maintain knowledge of students' interest on campus, local, statewide, and nationwide levels.
 - f. Provide reports and attend all Student Government Council meetings
 - g. Provide an oral and written report on at each Senate meeting or as required by Senate or the President.
 - i. Written report must be emailed to President and Vice-President no later than 24 hours prior to scheduled meetings.
 - h. Attend all mandatory ASWSUV meetings including, but not limited to:
 - i. Retreats/Trainings
 - ii. Executive Team meetings
 - iii. All Student Government meetings
 - iv. One-on-one meetings with the Chief of Staff, President, and/or Vice-President
 - i. Perform any duties deemed necessary by the ASWSUV President
 - j. Failure to carry out these duties may result in termination of position by the ASWSUV President
- C. The Director of Legislative Affairs shall contribute at least fifteen (15) posted office hours each week to their duties until commencement. Posted office hours must be help between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks and the schedule can fluctuate based on class schedules.

320.05 Internal Director of Legislative Affairs

- A. The Internal Director of Legislative Affairs shall function as a hired member of the ASWSUV Executive Staff. The Internal Director of Legislative Affairs shall serve as the non-partisan point of reference for everything legislative affairs on the Vancouver campus. This requires extensive knowledge of the Associated Students of Washington State University legislative agenda and frequent contact with the Director of Legislative Affairs. Finally, perform the duties of the Chair of the ASWSUV Legislative Committee as described in Article 380.00 Legislative Committee with respect to legislative affairs.
- B. The Internal Director of Legislative Affairs shall have and exercise the following duties and powers:

- a. Plan and implement non-partisan voter registration, voter and legislative education, and “Get Out the Vote” efforts.
 - b. Organize and run the non-partisan “Floats for Votes” event, inviting local and state candidates to WSU Vancouver’s campus to meet with students.
 - c. Ensure a partnership with the VanCoug American Democracy Project (ADP), in order to develop a politically aware and active atmosphere on the WSU Vancouver campus. This will include maintaining at least monthly meetings with the ADP leadership.
 - d. Promote the Associated Students of Washington State University lobbying efforts by garnering support through letter writing, emails, and phone calls to legislators
 - e. Act as the Chair of the Legislative Committee.
 - f. Attend and collaborate in the Legislative Affairs Student Government Council committee to plan “Coug Day at the Capitol” and seek effective advertising methods to increase student attendance.
 - g. Cooperate and work with the Director of Legislative Affairs (DLA) in the planning of Coug Day at the Capital
 - h. Attend Washington Student Association meetings for necessary legislative training in the Summer and Fall.
 - i. Coordinate meetings or campus visits with legislators, as well as other elected and appointed officials including but not limited to State Representatives, Senators, Mayor, City Council, Governor, County Auditors, and the Secretary of State.
 - j. Act as the liaison in coordination with the Legislative Committee for the DLA to campus.
 - k. Maintain open and consistent lines of communication with the DLA and the Chief of Staff.
 - l. Cooperate and work with the DLA and Legislative Committee on any other legislative task deemed necessary and pertinent as they arise.
 - m. Attend all mandatory ASWSUV trainings including, but not limited to:
 - i. Retreats/Trainings
 - ii. Executive Staff meetings
 - iii. All-Student Government meetings
 - iv. One-on-one meetings with the Chief of Staff
 - v. ASWSUV Senate meetings as needed or requested
 - n. Perform duties with the ASWSUV Constitution and By-Laws
 - o. Failure to carry out these duties may result in termination of position by the ASWSUV President
- C. The Internal Director of Legislative Affairs must maintain fifteen (15) hours for office work in both Fall and Spring semester. Posted office hours must be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks and the schedule can fluctuate based on class schedules.

320.06 Director of Marketing

- A. The Director of Marketing (DM) shall serve the ASWSUV President as an executive staff member in the ASWSUV Executive Branch. The DM shall be responsible for overseeing all internal and external marketing concerning the ASWSUV. The DM shall be responsible for coordinating the ASWSUV’s overall marketing strategy with

- the goal of connecting every student to the campus community. The DM shall oversee all advertising efforts, in addition to efforts concerned with public relations. Finally, it is the responsibility of all Executive staff to support other executive staff members, Senators, and other ASWSUV personnel.
- B. The DM shall have and exercise the following powers and duties:
- a. Perform duties in accordance with the ASWSUV Constitution and By-laws.
 - b. Perform duties in accordance with the executive agenda as assigned by the ASWSUV President.
 - c. Serve as a senior advisor to the ASWSUV President on matters concerning communications marketing.
 - d. Serve as executive editor for all official publications of the ASWSUV
 - e. Execute the advertisement and marketing of upcoming campaigns and promotions in mediums such as, but not limited to:
 - i. Flyers/handbills
 - ii. Social media networks
 - iii. ASWSUV Publications
 - iv. Promotional Materials (t-shirts, swag, giveaways, etc..)
 - f. On an as needed basis, and/or as requested by the ASWSUV President, Senate, or Executive Staff Members, produce an online newsletter which may including, but not limited to the following information:
 - i. Senatorial updates
 - ii. Executive Updates
 - iii. Upcoming projects and events
 - iv. Topics of interest/concern to all students from ASWSUV
 - v. Past project evaluations
 - vi. Featured ASWSUV member
 - vii. Other topics that are deemed necessary by the President
 - g. Communicate and manage itemized expenditures of the communications marketing budget with the ASWSUV President
 - h. Communicate with the Senate Pro-Tempore and Senate Secretary to publicize resolutions, committee projects, programs, and other Senate related items
 - i. Maintain and work to increase communication marketing efforts of the ASWSUV through online networking and face-to-face student interaction or by any other means, confirmed by the President
 - j. Attend mandatory ASWSUV meetings which may include, but not limited to:
 - i. Retreats and trainings
 - ii. Executive Staff meetings
 - iii. ASWSUV All Student Government meetings
 - iv. One-on-one meetings with the Chief of Staff, President, and/or Vice-President
 - k. Perform any duties deemed necessary by the ASWSUV President
 - l. Failure to carry out any of these duties may result in termination of position by the ASWSUV President
- C. The Director of Communication Marketing shall contribute fifteen (15) posted office hours each week to their duties until commencement. Posted office hours must be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks and the schedule can fluctuate based on class schedules.

320.07 Director of Digital Communications

- A. The Director of Digital Communications (DDC) shall serve the ASWSUV President as an executive staff member in the ASWSUV Executive Branch. The DDC shall be responsible for collaborating with the Director of Marketing (DM) in the design of all marketing and advertising materials in addition to the implementation of all communication strategies made by the ASWSUV President. The DDC shall also maintain, update, and work to develop the ASWSUV website and Canvas page. Finally, it is the responsibility of all executive staff to support other executive staff members, Senators, and other ASWSUV personnel.
- B. The DDC shall have and exercise the following powers and duties:
- a. Perform duties in accordance with the ASWSUV Constitution and By-laws.
 - b. Perform duties in accordance with the executive agenda as assigned by the ASWSUV President.
 - c. Serve as a senior advisor to the ASWSUV President on matters concerning communications.
 - d. Execute the advertisement and marketing of upcoming campaigns and promotion in mediums such as, but not limited to
 - i. Flyers and handbills
 - ii. ASWSUV Canvas page
 - iii. ASWSUV Website
 - e. Consistently maintain, update, and improve the ASWSUV Website and including, but not limited to:
 - i. Posting Senate meeting minutes on approved ASWSUV channels, such as on the Website, once approved and communicated by the Senate Secretary.
 - ii. Adding info and event flyers as communicated by the Director of Marketing.
 - iii. Providing updates on current ASWSUV projects as communicated by each Executive member.
 - iv. Providing current bios for each ASWSUV member as communicated by each member.
 - f. Consistently maintain and improve the ASWSUV Canvas page including, but not limited to:
 - i. Managing, adding, and removing links available to students in modules
 - ii. Designing and publishing a newsletter as advised or approved by the President
 - iii. Producing announcements as approved by the President
 - iv. Utilized according to the Canvas Page Guidelines, of which may be revised as approved by the President and Director of Marketing
 - g. On an as needed basis or as scheduled, produce and online newsletter which may include, but not be limited to:
 - i. Executive and Senatorial updates
 - ii. Upcoming projects and events
 - iii. Financial status
 - iv. Past project evaluations
 - v. Other topics deemed necessary by the President
 - h. During the ASWSUV Election Season, work alongside the Election's Board Chair and Elections Board to produce Elections related materials.
 - i. Collaborate with the DM in the design of all marketing and advertising materials.

- j. Communicating in response to suggestions, feedback, questions, and other forums from students through the Canvas page, website, email and ASWSUV digital networks.
 - k. Provide an oral report at each Executive Staff meeting or as required by the President.
 - l. Attend all mandatory ASWSUV meetings including, but not limited to:
 - i. Retreats/Trainings.
 - ii. Executive Team meetings.
 - iii. All Student Government meetings.
 - iv. One-on-one meetings with the Chief of Staff, President, and/or Vice-President.
 - m. Perform any duties deemed necessary by the ASWSUV President
 - n. Failure to carry out these duties may result in termination of position by the ASWSUV President
- C. The Director of Digital Communications shall contribute fifteen (15) posted office hours each week to their duties until commencement. Posted office hours must be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks, and the schedule can fluctuate based on class schedules.

320.08 Chief of Staff

- A. The Chief of Staff (COS) shall serve the ASWSUV President as an executive cabinet officer in the ASWSUV Executive Branch. The Chief of Staff shall be tasked with assisting the President and Vice President in ASWSUV leadership, maintaining office procedures and supplies, and acting generally as an Executive Advisor and aide to the President. The Chief of Staff shall be skilled in management of staff, and general operations. Finally, it is the responsibility of all executive staff to support other executive staff members, Senators, and other ASWSUV personnel.
- B. The Chief of Staff shall have and exercise the following powers and duties:
 - a. Perform duties in accordance with the Constitution and By-Laws
 - b. Perform duties in accordance with the executive agenda as assigned by the ASWSUV President
 - c. Act as leader of ASWSUV in the absence of the President and Vice President, as designated by the President
 - d. Assist in management of the Executive Staff and chair any meeting where the President and Vice President are not present, excluding Senate meetings, as designated by the President
 - e. Manage office supplies, ordering new supplies when necessary
 - f. Coordinate the schedules of the Executive Branch for interoffice meetings
 - g. Be a liaison between all three bodies of ASWSUV
 - h. Develop and maintain internal processes that keep staff informed of ASWSUV activities
 - i. Develop and maintain documents for ASWSUV processes, activities and procedures

- j. Organizes and oversees the transition process for incoming and outgoing ASWSUV members by helping to get them acquainted with office procedures, etiquette, and resources.
 - k. Schedule recurring individual and team meetings with the Executive Team members to:
 - i. Set clear expectations and goals
 - ii. Review expectations and goals
 - iii. Manage agreements
 - iv. Address positional and organizational challenges
 - v. Acquire detailed updates on progress made since the last scheduled individual or team meeting
 - vi. Obtain and process purchase request orders, if applicable
 - l. Act as a spokesperson for ASWSUV when designated by the ASWSUV President
 - m. If needed, assist the ASWSUV Executive Staff with survey creation, data collection, and data compilation
 - i. Compile collected data in a centralized location
 - ii. Produce data reports to be distributed at Executive Staff and Senate meetings no later than two weeks after the termination of the survey period
 - n. Help plan, organize, and lead the ASWSUV Summer, Fall, and Spring Training Retreats with the Vice-President and ASWSUV Advisor, which includes, but is not limited to:
 - i. Help identify pertinent topics
 - ii. Preparing and distributing agendas in advance of training
 - iii. Securing effective speakers at appropriate costs
 - iv. Performing post-meeting participant evaluations
 - v. Must be recorded and documented for future trainings.
 - o. Organizes and oversees the transition process for incoming and outgoing ASWSUV members by helping to get them acquainted with office procedures, etiquette, and resources.
- C. Perform any duties deemed necessary by the ASWSUV President
- D. Failure to carry out these duties may result in termination of position by the ASWSUV President
- E. The Chief of Staff shall contribute fifteen (15) posted office hours each week to their duties until commencement. Posted office hours must be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks, and the schedule can fluctuate based on class schedules.

320.09 Director of Campus and Community Outreach

- A. The Director of Campus and Community Outreach (DCCO) shall serve the ASWSUV President as an executive staff member in the ASWSUV Executive Branch. The DCCO shall be responsible for establishing and maintaining relationships with various community and campus partners, including but not limited to the Office of Development and Alumni Relations, the Graduate and Professional Student Association, the American Democracy Project, and student clubs and

organizations. The DCCO shall serve as the point of contact for gathering student opinions on various ASWSUV topics of discussion. Finally, it is the responsibility of all executive staff to support other executive staff members, Senators, and other ASWSUV personnel.

- B. The DCCO shall have and exercise the following powers and duties:
 - a. Perform duties in accordance with the ASWSUV Constitution and By-Laws.
 - b. Perform duties in accordance with the executive agenda as assigned by the ASWSUV President.
 - c. Serve as a senior to the ASWSUV President on matters concerning outreach
 - d. Establish and maintain relationships/partnerships with the following organizations, and others that are not included on this list:
 - i. Office of Development and Alumni Relations
 - ii. Office of Student Involvement
 - iii. Graduate and Professional Student Association
 - iv. Registered Student Organizations
 - v. Cougar Food Pantry
 - vi. Other organizations to be further identified
- C. Serve as the ASWSUV liaison for club's which includes the following duties:
 - a. Chair the Chancellor Student Advisory Board (CSAB)
 - b. Assist in club member recruitment
 - c. Assist students in the formation of a new club
 - d. Connect club leaders to proper resources
 - e. Collaborate with the campus and broader community to find "natural fits" and apparent intersections between their work and the mission of the ASWSUV.
 - f. Work closely with the Graduate and Professional Student Association in efforts to better represent graduate and professional students at Vancouver.
 - g. Provide an oral and written report of outreach updates at each Senate meeting or as required by Senate or ASWSUV President
 - i. Written reports must be emailed to the President and Vice President no later than 24 hours prior to scheduled meetings.
 - h. Attend all mandatory ASWSUV meetings including, but not limited to:
 - i. Retreats
 - ii. Executive Staff Team meetings
 - iii. All Student Government meetings
 - iv. One-on-One meetings with the Chief of Staff, President, and/or Vice-President
 - i. Perform any duties deemed necessary by the ASWSUV President
 - j. Failure to adequately carry out these duties may result in termination of this position by the ASWSUV President.
- D. The Director of Campus and Community Outreach shall contribute fifteen (15) posted office hours each week to their duties until commencement. Posted office hours must be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks, and the schedule can fluctuate based on class schedules

320.10 Director of Diversity, Equity, and Inclusion

- A. The Director of Diversity, Equity, and Inclusion (DDEI) shall serve the ASWSUV President as an executive staff member in the ASWSUV Executive Branch. The DDEI shall be responsible for establishing and maintaining relationships with the Campus Director of Equity and Diversity, Director of Student Equity and Outreach, the Center for Intercultural Learning and Affiliation. They will also be responsible for bringing equity-mindedness training to the ASWSUV student government. The DDEI shall serve as the point of contact for gathering student opinions or concerns related to Diversity, Equity, and Inclusion. The DDEI will strive to produce initiatives that facilitate a more equitable academic SPACE (Support, Partnership, Assessment, Communication, and Education) for all students on campus. Finally, it is the responsibility of all executive staff to support other executive staff members, Senators, and other ASWSUV personnel.
- B. The Director of Diversity, Equity, and Inclusion shall have and exercise the following powers and duties:
- a. Perform duties in accordance with the ASWSUV Constitution, By-Laws, and Executive Agenda as assigned by the ASWSUV President.
 - b. Serve as a senior advisor to the ASWSUV President on matters concerning Diversity, Equity, and Inclusion.
 - c. Oversee ASWSUV's Intercultural Development Inventory (IDI assessment) and assist in the scheduling of follow-up debriefs for each members garnered results.
 - d. Learn industry-standard diversity practices with help from C.I.L.A. and the Vice-Chancellor for Equity, Diversity, and Inclusion
 - e. Collect student feedback to better serve students and finds find opportunities for growth.
 - f. Coordinate and assist in the execution of events to celebrate diversity at WSUV.
 - g. Sit on campus-wide and/or system-wide committees that pertain to diversity, equity, and inclusion.
 - h. Assist with and attend all required organization meetings, trainings, and retreats.
 - i. Work with Director of Campus and Community Outreach to create diverse/multicultural events.
 - j. Assist in the development and coordination of student leader training. Assist in the development and implementation of Equity Assessment
 - k. Collect student feedback to better serve students and finds opportunities for growth.
 - l. Assist in the development and coordination of student leader training.
 - m. Pursue initiatives that further refine the Universities equity-mindedness.
 - n. Provide an oral and written report of data and outreach updates at each Senate meeting or as required by Senate or ASWSUV President
 - o. Advocate for SPACE on campus. Support, Partnership, Assessment, Communication, and Education.
 - p. Perform any duties deemed necessary by the ASWSUV President
 - q. Failure to adequately carry out these duties may result in termination of this position by the ASWSUV President.
- C. The Director of Diversity and Inclusion shall contribute at least fifteen (15) posted office hours each week to their duties until commencement. Posted office hours must

be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks and the schedule can fluctuate based on class schedules.

320.11 Director of Environmental Sustainability and Advocacy

- A. The Director of Environmental Sustainability and Advocacy (DESA) shall serve the ASWSUV President as an executive staff member in the ASWSUV Executive Branch. The DESA shall be responsible of promoting and advocating for environmentally friendly policies and initiatives within ASWSUV and Washington State University Vancouver as a whole. The DESA shall serve as the point of contact for gathering student opinions and concerns regarding sustainable practices in campus operations, transportation, waste management, and energy usage. The DESA will collaborate with other student organizations, academic departments, administrative offices, and community partners to promote sustainability initiatives and foster a culture of environmental stewardship on campus. Finally, it is the responsibility of all executive staff to support other executive staff members, Senators, and other ASWSUV personnel.
- B. The DESA shall have and exercise the following powers and duties:
 - a. Perform duties in accordance with the ASWSUV Constitution and By-Laws.
 - b. Perform duties in accordance with the executive agenda as assigned by the ASWSUV President.
 - c. Serve as a senior advisor to the ASWSUV President on matters concerning environmental sustainability and advocacy.
 - d. Establish and maintain relationships/partnerships with the following organizations, including but not limited to:
 - i. Environmental Science Club
 - ii. Facilities Services (Environmental Health and Safety Division)
 - iii. Center for Social and Environmental Justice (CSEJ)
 - iv. Native Programs (NP)
 - v. Campus Garden
 - vi. The WSU-V Biology Department
 - vii. Fossil Free WSU
 - viii. Vancouver Audubon
 - ix. Clark Public Utilities
 - e. Coordinate Invasive plant removals on the WSU-V campus alongside but not limited to the following parties:
 - i. Native Programs
 - ii. WSU-V Biology Department
 - f. Plan and organize environmental events throughout the academic year including but not limited to:
 - i. Earth Week
 - ii. Earth Fair
 - g. Provide an oral and written report of outreach updates at each Senate meeting or as required by Senate or ASWSUV President

- i. Written reports must be emailed to the President and Vice President no later than 24 hours prior to scheduled meetings.
 - h. Attend all mandatory ASWSUV meetings including, but not limited to:
 - i. Retreats
 - ii. Executive Staff Team meetings
 - iii. All Student Government meetings
 - iv. One-on-One meetings with the Chief of Staff, President, and/or Vice-President
 - i. Perform any duties deemed necessary by the ASWSUV President
 - j. Failure to adequately carry out these duties may result in termination of this position by the ASWSUV President.
- C. The Director of Environmental Sustainability and Advocacy shall contribute (15) posted office hours each week to their duties until commencement. Posted office hours must be held between the hours of 7:00 AM and 6:00 PM. Workload may require additional hours and individuals must be prepared to fulfill them. Hours may vary during the summer/school breaks, and the schedule can fluctuate based on class schedules.

320.12 Violation

- A. If any member of Executive Staff fails to carry out any of their respective duties, the Chief of Staff, President, and/or Vice-President may enact a three (3) strikes policy which consists of:
 - a. An initial verbal warning and discussion of ways to improve
 - b. Secondly, a formal written warning which outlines what aspects need to be improved
 - c. Lastly, the Chief of Staff, President, and Vice-President will collectively decide to place the individual under a probationary period or to remove them from the position.

330.00 STIPENDS OF EXECUTIVE OFFICERS

330.01 The ASWSUV President and Vice President shall each be paid a stipend not to exceed two hundred and twenty-five (225) percent of the cost of tuition for fall, spring, and summer semester, full time, in state, undergraduate student tuition, as calculated by the University's Financial Office, plus \$1,999.00 for books and supplies.

- A. The President and Vice President's annual stipends shall not exceed twenty-four thousand seven hundred and eighty-six (\$24,786.00) dollars.
- B. The Executive Staff stipends shall be reviewed by the Rules and Regulations Committee during the Spring semester of each even year.

330.02 All executive officers shall be paid accordingly:

- A. Executive officers with the title of "Director" shall be paid a stipend of seventy-five (75) percent of the cost of the ASWSUV President's stipend.

- a. The Chief of Staff shall be considered a “Director” and shall be paid seventy-five (75) percent of the President’s stipend.
- B. Executive Officers with the title of “Co-Director” shall be paid a stipend of sixty (60) percent of the cost of the President’s stipend.

330.03 Adjusting stipends with the percentage of tuition increase

- A. ASWSUV officer’s stipends shall be adjusted in accordance with the percentage of tuition increase during the Spring semester following the ASWSUV S&A funding request.

340.00 EXECUTIVE VACANCIES

340.01 No Candidates for President, Vice President, or Executive Cabinet appointment shall hold any other elected ASWSUV position. If a member of the aforementioned groups wish to be considered for a President, Vice President, or Executive Cabinet appointment they must formally resign their position prior to applying for the vacant President, Vice President, or Executive Cabinet position.

350.00 STRATEGIC PLANNING COMMITTEE

350.01 Members of the ASWSUV strategic planning committee shall be appointed on the fifth year of the current strategic plan by the President and/or the Vice-President and/or the Chief of Staff and shall consist of at least four (4) members but not to exceed six (6).

- A. Members shall include the President or Chief of Staff, Vice President, an appointed senator, and a student at large.
- B. Additional members may be appointed by the ASWSUV President.

350.02 The Duties of the Strategic Planning Committee shall be to:

- A. Create and develop a short and long-term plan for the enrichment of ASWSUV.
- B. Be responsible for accomplishing goals of the strategic plan.
- C. Evaluate the ASWSUV Mission Statement. ASWSUV BY-LAWS.
- D. Serve as an advisory board to the President as to the status of progress and/or completion.
- E. Meet weekly as a committee during the fifth and final year of every strategic plan.

350.03 There will be an annual review of the strategic plan by the ASWSUV President or cabinet member chosen by the president.

- A. Annual review shall take place in the summer months prior to fall.
- B. Annual review shall be approved and confirmed by a 4/5ths vote of the Senate.
- C. At the end of fall and spring semesters a report shall be given to Senate on the progress of the strategic plan.

350.04 Upon the revision or creation of the strategic plan, the plan shall be approved by a 4/5ths vote of the Senate.

360.00 UNDERGRADUATE TRAVEL GRANT COMMITTEE

360.01 The voting member(s) of the Undergraduate Travel Grant Committee shall consist of the Vice President, a student at large appointed by the Vice President, a faculty at large appointed by the Vice President, an Executive Cabinet member, and the ASWSUV Advisor.

360.02 The Chair of the Undergraduate Travel Grant Committee shall be the Vice President.

360.03 The Undergraduate Travel Grant Requests shall adhere to the Undergraduate Travel Grant Guidelines.

360.04 The Undergraduate Travel Grant Guidelines shall be amended by a 4/5th vote from the committee.

360.05 The Duties of the Undergraduate Travel Grant Committee shall be to:

- A. Award undergraduate travel grant funding for non-academic student travel.
- B. Award undergraduate travel grant funding on a cycle of four (4) times per year or on a rolling basis decided upon by the members of the Undergraduate Travel Grant Committee serving that year.
- C. Meet at least four (4) times per year to discuss submissions or if needed as decided by the Undergraduate Travel Grant Committee in accordance to the Undergraduate Travel Grant Guidelines.

360.06 Quorum shall be determined by having at least three (3) committee members present.

360.07 The Undergraduate Travel Grant budget for the following year shall be approved by the Budget Committee and the Senate.

360.08 The Vice President shall submit the budget proposal for the following year to the Services and Activities Fees Committee.

370.00 LEGACY COMMITTEE

370.01 The members of the Legacy Committee shall consist of the President, Vice President, one (1) Senators appointed by the President, one (1) Executive Staff member appointed by the President, and a student at large.

370.02 The Chair of the Legacy Committee shall be the President.

370.03 The Duties of the Legacy Committee shall be to:

- A. Ensure each year ASWSUV leaves behind a campus gift to the students of WSU Vancouver (example: sculpture, wall decal, sustainability item, time capsule).
- B. Determine what ASWSUV will leave behind and work with the necessary administration to execute the implementation each year.
- C. Meet monthly to plan out execution and implementation of gift to the campus.

380.00 LEGISLATIVE COMMITTEE

- 380.01 The voting members of the Committee shall be the Internal Director of Legislative Affairs (IDLA), two (2) students at large appointed by the President, and and (1) other Executive Director appointed to serve on the committee.
- 380.02 Non-Voting members of this committee shall be any graduate or undergraduate student regularly enrolled at WSU Vancouver who wishes to sit on the committee and who is approved by the voting members of the committee to act as an active non-voting member of the committee.
- 380.03 The Chair of the Legislative Committee shall be the Internal Director of Legislative Affairs. The Chair shall have the following duties:
- A. Organizing the committee.
 - B. Maintaining consistent contact with the DLA.
 - C. Leading all committee meetings.
 - D. Carrying out any other duties deemed necessary by the committee.
- 380.04 This committee will serve to help plan and coordinate for legislative affairs events, including but not limited to National Voter Registration Day, Floats for Votes, Voter Engagement Hub, and Cougar Day at the Capitol.
- 380.05 This committee will act as an additional resource for the Director of Legislative Affairs during the Washington State Legislative Session for advising, coordinating, and promoting the DLA's efforts on behalf of the ASWSU Legislative Agenda.
- 380.06 The Legislative Committee shall have the following duties, in addition to the previously stated:
- A. Conducting research regarding initiatives and other legislation.
 - B. Discussing State and Federal legislation with students in order to understand possible effects on students (and student views).
 - C. Advising the DLA.

TITLE IV-THE JUDICIAL BRANCH

400.00 APPLICATION

400.01 All petitions or issues for consideration shall be presented to the Chief Justice, who shall then bring the issue before the entire board for a determination of merit.

400.02 Application forms are available from the ASWSUV Office Assistant (OAI) or the Chief Justice.

400.03 Completed applications shall include the name, address, and the telephone number of the petitioner(s) and the specific constitutional provision allegedly involved.

400.04 Applications shall be returned to and filed with the Chief Justice, or any member identified by ASWSUV as acting on behalf of the Chief Justice, such as the ASWSUV Office Assistant (OAI), or another member of the Judicial Board.

410.00 HEARING NOTIFICATION

410.01 The Judicial Board shall determine whether or not a valid Constitutional issue is in question.

410.02 Notification of a hearing shall follow at the discretion of the Board.

410.03 There will be a minimum of five (5) school days between notification and a hearing date. Petitions for an extended hearing date may be presented to the Judicial Board for consideration.

420.00 FILING BRIEFS

420.01 Petitioner and respondent shall each be allowed to file a written brief for the Board's consideration prior to the final hearing on the case.

420.02 Five (5) copies of each brief shall be filed with the ASWSUV Judicial Board Advisor.

430.00 HEARING PROCEDURE

430.01 The petitioner(s) shall present their case first, followed by the respondent(s).

430.02 Each party shall have fifteen (15) minutes to present their case and five (5) minutes for a rebuttal.

430.03 The Justices may take time as necessary for questioning.

430.04 All parties may present witnesses and evidence during their period of argument.

430.05 The Judicial Board Chair shall determine relevance, and here fore, allow or disallow the admittance of evidence presented.

430.06 Judicial complaints may be brought to the ASWSUV Judicial Board for any action occurring within the term up to two (2) weeks after that term has ended, but no later.

440.00 DECISION NOTIFICATION

440.01 Opinions of the Judicial Board shall be within five (5) school days of the hearing date.

440.02 All decisions shall be presented to the ASWSUV Senate at their next regularly scheduled meeting by the Chief Justice or the Chief Justice's designee.

440.03 Dissenting opinions, if any, shall accompany the majority decision.

450.00 JUDICIAL VACANCIES

450.01 No candidate for Judicial Board Appointment shall hold any other elected ASWSUV position, Senate position, or Executive Cabinet position. If a member of the aforementioned groups wish to be considered for Judicial Board appointment they must formally resign their current position prior to accepting a vacant Judicial Board position.

450.02 Invocation of Voting Authority

A. If a Judicial Board member resigns, is removed, or otherwise vacates their position, leaving only two remaining members, the President, or if unavailable, the Vice-President, shall be granted temporary voting rights within the Judicial Board until a replacement member is appointed.

450.03 Voting Eligibility

- A. The President shall have the first right to assume the temporary voting role.
- B. If the President is unable to participate, the Vice President shall assume the temporary voting role.
- C. If both the President and Vice-President decline or are ineligible, the Judicial Board shall proceed with the Senate Pro-Tempore.

450.04 Limitations

- A. This temporary voting authority shall only be in effect until a new Judicial Board member is duly appointed and confirmed.
- B. The President or Vice-President may not override or overrule the standing Judicial Board members but shall only serve as a third voting member to break deadlocks.

450.05 Appointment of a Replacement

- A. The organization shall make reasonable efforts to appoint a new Judicial Board member as soon as possible, in accordance with standard appointment procedures, to restore the board to its intended composition.

460.00 ELECTION INTEGRITY COMPLAINTS

460.01 An Election Integrity Complaint is any received complaint against any or all members of the Election Board. A potential Election Violation is received complaint against a candidate(s) running in the Elections.

460.02 Any Election Integrity Complaint submitted to Election Board in error must be referred to the Judicial Board no later than forty-eight (48) hours after receiving the complaint. Failure to do so is considered grounds for an Election Integrity Complaint.

461.03 Election Integrity Complaint Stipulations:

- A. The Judicial Board must receive a written petition or complaint of an Election Integrity Complaint against any or all members of the Election Board before any action can take place. Complaints will be accepted until 6:00pm on the second school day after the final day of elections.
- B. The Judicial Board will act on each Election Integrity Complaint within five (5) school days at an open hearing.
- C. The Judicial Board has the following degrees of action if the Elections Board or its presiding members are found guilty of an Election Integrity Complaint.
 1. Publicize a verbal warning.
 2. Restrict all campaigning in the election. The Judicial Board shall determine the duration of the restriction without exceeding the current election.
 3. After the election, invalidate the election, or any part of the election results, if an Election Integrity Complaint has had a substantial impact on the outcome of the election.
 4. Invalidate an appropriate number of petition signatures.
 5. Dismiss the members of Election Board that were found to be in violation through the process of the Judicial Board hearing(s).
 6. Bar the applicable members of Election Board from serving on the Election Board or any other ASWSUV position.
 7. The Judicial Board has the right to modify or add degrees of action within the purview and context of the Judicial Board against the Election Board or its presiding members.
 8. The Judicial Board has the right to use any combination of these degrees in their decision.

461.04 Election Violation Stipulations

- A. The Judicial Board must receive a written petition or complaint of an Election Violation before any action can take place. Complaints will be accepted until 6:00pm on the second school day after the final day of elections.
- B. The Judicial Board will act on each Election Violation within five (5) school days at an open hearing.

- C. The Judicial Board will meet in a closed meeting after the hearing to determine the action to be taken. The Judicial Board may act using one or a combination of the below punishments:
1. Publicize a verbal warning.
 2. Demand the candidate or sponsor(s) of a ballot issue to remove all physical campaign material, and/or disallow any further campaign material from being posted.
 3. Restrict all campaigning for a limited period of time.
 4. Restrict all campaigning entirely.
 5. Remove the candidate's name or the ballot issue from the ballot.
 6. After the election, invalidate the election, or any part of the election results if a violation has had a substantial impact on the outcome of the election.
 7. Invalidate an appropriate number of petition signatures. The Judicial Board has the right to use any combination of these seven (7) degrees in their decision.

TITLE V-BUDGET, FINANCE, AND FUNDING CODES

500.00 NON-CATEGORIZED GROUPS

500.01 Groups not falling into the categories described in Title V shall be entitled, upon Senate approval, to receive funding for specific programs on a per program basis, if the Association co-sponsors and participates in said program; but shall not be entitled to receive partial or complete funding for the groups operating budget.

510.00 BUDGET RESPONSIBILITY

510.01 Each and every Governing and Operating Body, Committee and club shall present detailed line itemized budgets as well as state any additional assets of income, such as sponsorships and donations, with written justifications for each line item to the ASWSUV presidential designee for consideration during the budget hearings. All budgets that have a summary of the outline will NOT be considered for allocation.

510.02 All Committees must serve to meet the agreements reached with the Senate during budget hearings (i.e., amount of profit, break-even point, etc.).

510.03 This is to add a cutoff point to the current senate allocation form that will notify clubs that any money allocated to an organization will be reverted back to the Senate Allocation Pool if the funds allocated are not spent by the end of the cutoff point or determined by the senate.

510.04 Submission of each Senate Allocation request must be submitted within 3-4 weeks or when Purchase Request forms are submitted.

510.05 Permits the addition of the following to be added onto the Senate Allocation form in the necessary location:

- A. "When filling out the Student Organization Budget Breakdown (SOBB), students must use the SOBB form. Summaries of each category will decrease the chances of your SA request from being approved"
- B. "I acknowledge that this form must be submitted within 3-4 weeks or when my Purchase Request form(s) were submitted, otherwise the chances of getting my SA request approved may be decreased.

520.00 BUDGET CONTROL BY CATEGORY

520.01 All Association Governing and Operating Bodies including Committees shall have control of their own budget within the sub-options, but they shall have to petition the Senate for those which are over \$500.00, unless pre-approved by the Senate as part of the budget.

530.00 BUDGET GUIDELINES

530.01 State money remains state money.

530.02 A Committee is an arm of the Association, controlled and funded by the Senate, supporting philosophical goals of the Association.

530.03 Committee and funding guidelines shall be adhered to.

530.04 There will be a yearly review of the budget guidelines under the direction of the Executive Cabinet member appointed by the President and all voting members of the Senate Rules and Administration Committee to perform this function.

530.05 Any request for money by a recognized student organization with their own purposes and viewpoints not affiliated with the Association, should first be organized by Committee if feasible.

530.06 The Senate Chair Pro-Tempore and Chief of Staff shall be responsible for ordering their own supplies for each year.

530.07 Printing within the ASWSUV shall be used for official ASWSUV use if possible and feasible.

530.08 All ASWSUV student travel must be authorized by the ASWSUV Advisor and submitted to the ASWSUV President.

530.09 The standard University allotment per mile will be allotted for private car mileage.

530.10 Travel will be done only for legitimate reasons.

530.11 Equipment belongs to the Association.

530.12 All funding approved by the ASWSUV Senate from the Senate Allocation Pool must be spent within the academic year as well as the time frame that is indicated on the request form set by the Senate. If the funds allocated have not been spent within the specified time frame as set by the Senate, or by the end of the academic year they will revert back to the Senate Allocation Pool.

TITLE VI-ELECTION CODES

600.00 ELECTION CODE AUTHORITY AND AMENDMENT

600.01 The ASWSUV Election Codes shall govern all ASWSUV elections: primary; general; and special as called for by the ASWSUV Constitution or mandates from the Senate.

600.02 The Election Codes, as part of the ASWSUV By-laws, shall be amended only by a four-fifths (4/5^{ths}) vote of the seated Senate membership.

600.03 Day to day authority and control of all ASWSUV elections shall be delegated by the Senate to and invested in the ASWSUV Election Board, subject to periodic review by the Senate.

610.00 ELECTION BOARD COMPOSITION

610.01 The Election Board shall be comprised of at least three (3) to five (5) members of the ASWSUV. These individuals shall hold no other elected or appointed position within ASWSUV. No general election or special election shall be held without a minimum of three (3) Election Board members in place.

610.02 The Election Board members shall be appointed by the ASWSUV President and ASWSUV Vice President of the year they applied to serve, subject to approval of the Senate by a majority vote.

610.03 The Election Board Chair (Co-chairs) shall be determined by the members of the Election Board. The selection(s) for Election Board chair (co-chair) must then be reported to the ASWSUV President.

610.04 Members of the Election Board shall serve for one (1) academic year, and may be appointed for successive terms.

610.05 Members of the Election Board shall not be eligible to run for an elected ASWSUV office in the year of their service.

610.06 Members of the Election Board shall not be allowed to actively support, promote, or campaign for or against any candidate or ballot issue to be decided by an ASWSUV election.

610.07 A member of the Elections Board may be suspended for violating Board policy in the following processes

- A. If an Elections Board member is found to be in violation of internal Election Board policy, a three-fourths (3/4) majority of the elections Board may vote to remove the member.
- B. Upon a three-fourths (3/4) vote, the member in question shall be considered suspended.

- C. Upon notification of suspension, the suspended member shall have three (3) business days to notify the Judicial Board in writing of the member's intention to appeal the decision.
- D. If the suspended member does not appeal the decision within three (3) business days, the individual's membership on the Elections Board shall be considered terminated
- E. If the suspended member appeals the decision, the Judicial Board shall schedule a hearing and notify the parties. The hearing shall be no fewer than five (5) business days after the notification
- F. The Judicial Board may rule to uphold the decision of the Elections Board or to reinstate the Elections Board member. A written decision shall be produced.
- G. The Chief Justice shall distribute the written decision to the member in question, the other members of the Elections Board, and all other applicable parties per the ASWSUV Constitution Article VI, Section 610.07, Clause D.

610.08 The Elections Board shall have the power to set internal policy with a quorum of three (3) members

611.00 ELECTION BOARD AUTHORITY, POWERS, AND DUTIES

611.01 The Election Board conducts ASWSUV elections at the direction of and within the policies established by the Senate in the Election Codes.

611.02 The Election Board Chair shall have the following duties and responsibilities:

- A. To represent the Election Board at all meetings and to the media on behalf of ASWSUV regarding ASWSUV elections.
- B. To set and adopt meeting agendas for the Election Board.
- C. To assign and delegate individual tasks within the Election Board.
- D. To act as the official liaison between the Election Board and the branches of ASWSUV government.
- E. To operate the Election Board email (aswsuv.electionboard@wsu.edu) which shall be the official means of communication from Election Board.
 - 1. Election Board Chair will send emails via the official Election Board email which must be approved by the remaining members of Election Board before being sent, unless the email is a small correction or minimally impactful response.
 - 2. All members of the Election Board shall have access to the email
 - 3. To gain access to the email, contact IT including a list of the student' emails who need access

611.03 The Election Board shall have the following powers and duties:

- A. To interpret the Election Codes whenever necessary. That interpretation shall be binding, subject to subsequent appeal to the ASWSUV Judicial Board.
- B. To enforce the Election Codes by: issuing written and/or verbal warning to the person(s) in violation; removing any campaign or election material in violation; filing formal complaints of Election Code violations or requesting a special session of the Judicial Board to consider immediate disqualification or invalidation of candidates or ballot issues.

- C. To inform ASWSUV that an election is forthcoming, and to advertise such an event.
- D. To coordinate filing procedures for candidates and ballot issues.
- E. To coordinate volunteers to staff election events.
- F. To validate candidate and ballot issue petitions.
- G. To conduct the candidates' meetings.
- H. To act in a resource capacity with regard to the Election Codes for all interested parties.
- I. To work with the ASWSUV Advisor to ensure candidates and ballot issue petitions are valid.
- J. To work with the ASWSUV Advisor in regard to all electronic and non-electronic ballot formatting and concerns, including but not limited to, election tabulation and results.
- K. To notify all candidates and sponsors of ballot issues of the election results within two (2) hours of the final tabulation.
- L. To post the results of the election for the general public.
- M. To inform candidates and sponsors of ballot issues of formal complaints regarding Election Code violations filed against them within thirty-six (36) hours of the filing of the complaint.
- N. To act as prosecutor of all Election Code violations against candidates and sponsors of ballot issues in all hearings before the Judicial Board.
- O. To act as the decision-makers in the case of a tie in any election. In the instance of a tie resulting from any ASWSUV election, the Election Board is to present the candidates who are tied in front of the Senate for approval. At the next scheduled Senate meeting, the Senate by majority vote of seated membership may select one of the nominees to fill each vacancy.
- P. To submit before the Senate, at the request of the Senate, an election progress report, which shall serve to inform the Senate on the progress of the Election Board and its agenda concerning the elections. The report shall be presented during the Senate meeting by the Election Board Chair or otherwise delegated by the Chair to another member of the Election Board.
 - a. Additional treatment can include but is not limited to providing information to a candidate, providing aid to a candidate, and favoring a candidate during decision-making.
 - b. An Elections Board member acting in a biased manner will be considered to be violating Elections Board duties and will be subject to potential suspension from Elections Board.
 - c. Any attempt to influence and Elections Board member to make them or their decisions biased will be warned against on the first occurrence, then considered as an election code violation on the next.

620.00 ASWSUV POLLING SITES

620.01 The designated polling station shall be approved by the Senate within the Election calendar. An alternative polling site may be used at the recommendation of the Election Board and approval by the Senate.

620.02 No person shall be allowed to do any electioneering to circulate literature or handbills, to solicit signatures to any petition on any special, primary, or general election day, nor shall there be any other material unrelated to ASWSUV Elections at the polling sites. Any Election Board member or election clerk shall cause such electioneering to cease immediately and may file an Election Code violation with the Judicial Board.

620.03 The polling site shall be open from 9:00 A.M. until 6:00 P.M. unless otherwise decided upon by the Senate during the approval of the elections calendar.

A. All members of ASWSUV, including but not limited to Senate and Executive Staff, shall assist with the staffing of polling site(s) during the election period.

B. Members of the Senate and Executive Staff shall contribute a minimum of one (1) hour and may be subject to more to assist in the staffing of polling site(s) during the election period.

a. These hours will be coordinated by the Election Board.

b. The exception to this is current members of ASWSUV that are running for office.

620.04 By 8:00 A.M. the morning of the election, candidates shall remove all of their physical campaign materials from all areas within sight of the polling sites. Any physical campaign material put back up at a polling site area after the area has been cleared shall be considered to be an Election Code violation.

630.00 ASWSUV GENERAL ELECTION

630.01 The General Election shall be held annually before Spring Break of the academic year. Additional days may be allowed if deemed necessary by the Election Board and approved by the Senate.

630.02 The purpose of the General Election shall be:

A. To elect the ASWSUV President and Vice-President for the following year.

B. To elect the members of the ASWSUV Senate for the following year.

C. To vote on any ballot issues which may be proposed to the membership of ASWSUV.

631.00 GENERAL ELECTION CALENDAR

631.01 The General Election Calendar shall be submitted by the Election Board to the Senate for approval in the fall of each academic year. The submission of the election calendar shall take place no later than the second to last senate meeting of the fall term.

631.02 The General Election Calendar shall include:

A. The dates of the filing period.

B. The dates of the two (2) candidate meetings.

C. The date campaigning begins.

D. The date declaration of candidacy forms are due.

E. The dates and times of the General Election.

F. The date by which all campaign material must be taken down.

- G. The date candidates' expense declarations are due.
- H. The date by which all election code complaints are due.
- I. The date of the President & Vice President debate.

631.03 Some of the events on the general election calendar occur on the same day.

640.00 CANDIDATE QUALIFICATIONS

640.01 All candidates, whether they be declared or write-in, who shall be seeking a position as a ASWSUV President, Vice President or Senator shall meet the following requirements to be elected to office:

- A. They shall be a student enrolled in six (6) or more credits, during the academic year.
- B. They shall be in good academic standing with the University, having a cumulative grade point average of two point five (2.50) or higher.

641.00 FILING

641.01 Filing shall be defined as the submission of an Official Declaration of Candidacy and/or other required Election Board documents.

641.02 All candidates shall file for themselves, except in the case of the Presidential/Vice Presidential ticket, for which only one or the other need be present to file. Election Board may approve a delegated individual to file on behalf of a candidate, with the candidate's written or digital permission.

- A. This written/digital permission must be sent to and approved by the Election Board.

641.03 All candidates shall, at the time of filing, submit an official Declaration of Candidacy, which shall include at least the following information:

- A. The candidate's full legal name.
- B. Any past or current positions held with WSU.
- C. The candidate's permanent address and phone number.
- D. The number of credit hours currently being taken by the candidate.
- E. The candidate's cumulative grade point average.
- F. The position being sought by the candidate.

641.04 All candidates shall at the time of filing receive an election packet electronic or physical which shall contain:

- A. The ASWSUV Constitution and By-Laws.
- B. The election calendar.
- C. Declaration of candidacy.
- D. Expense declaration forms.

641.05 All candidates may begin campaigning after attending one (1) of the two (2) Candidate's Meetings and receiving the election packet. It is the responsibility of the candidate to read and abide by the Election Codes and By-Laws as a whole.

641.06 Members of ASWSUV who are running in the elections may assist Election Board to the degree that their position demands but may not involve themselves in Election Board decision making or other Election Board operations. This restriction will go into effect after the candidate submits an official Declaration of Candidacy.

642.00 CANDIDATES' MEETING

642.01 The Candidates' Meetings shall be organized and conducted by the Election Board on two (2) separate dates set by the election calendar and shall be open to the public.

642.02 Attendance of at least one (1) of the two (2) Candidates' Meetings by candidates or their representatives shall be required in order to appear on the ballot. Attendance shall be mandatory for the sponsor(s), or their representatives, of all ballot issues. Further, it is highly recommended that campaign managers attend the meeting.

A. Campaign managers will be considered anyone who works with the candidate and campaigns on their behalf. Campaign managers represent the candidate, therefore any election violations due to a campaign manager will fall to the candidate.

642.03 At the second Candidates' Meeting, ballot positions for all candidates shall be chosen through a random drawing. The name(s) drawn first for a position shall be placed first on the ballot, and each succeeding draw shall be placed below the name previously drawn. The Election Board will then report the ballot positions to all candidates and ballot measure sponsors.

642.04 The Election Board shall answer any and all questions regarding the election and shall make sure all codes are completely understood by all candidates and parties present.

642.05 The Elections Board shall review all roles and responsibilities of all electable ASWSUV positions (President, Vice President, and Senate) in the ASWSUV By-Laws.

A. Two (2) current Senators shall attend each meeting to clarify and answer any questions that arise regarding the roles and responsibilities of electable ASWSUV positions.

a. In the event that no Senators (or only one Senator) are able to attend a Candidates' Meeting the President and/or Vice President and/or Chief of Staff shall take their place.

B. Reviewing the roles and responsibilities shall include:

- a. 200.00 (Chair Pro-Tempore)
- b. 201.00 (Secretary)
- c. 240.00 (Senators-Elect)
- d. 280.00 (Duties of ASWSUV Senators)
- e. 300.00 (President)
- f. 310.00 (Vice President)

642.06 If attendance at one (1) of the scheduled candidates meetings is not met by a candidate or the candidates representative, then their candidacy will not appear on the ballot, but they

may still campaign as write-in candidates under bylaw 654.00. Failure to attend a candidates meeting by ballot measure sponsor or the sponsors representatives will result in the ballot measure becoming void.

650.00 CAMPAIGNING

650.01 Campaigning as used in these codes shall be defined as the use of any physical material, electronic, or verbal presentation in the name of any candidate or ballot issue.

650.02 Candidates or a delegated representative are required to attend one (1) of the two (2) scheduled candidate meetings. Campaigning may begin after the second of the two (2) candidate meetings described in By-Law section 642.00 is completed.

650.03 All candidates or sponsors of ballot issues shall ensure that they do not break laws, ordinances, rules or regulations of Washington State University Vancouver, the City of Vancouver, Clark County, or the State of Washington while campaigning.

650.04 Forms of campaigning not formally delineated in Title VI – Election Codes must be approved by the Elections Board as outlined in 652.14, Section C, Clause A-D.

- A. Election Board has the right to approve or not to approve campaigning not stated in the Title VI – Election Codes.
- B. Approvals or Disapprovals of these forms of campaigning must be published as an official, physical document filed with the Election Board, Election Board advisor, Senate Chair Pro-tempore, and President.
- C. The Elections Board shall notify candidates of an approval or denial reason, in either physical or digital form, for all forms of campaigning submitted for approval or disapproval.

650.05 There shall be no form of campaigning in the library or classrooms. No form of campaigning shall be allowed five (5) minutes before class directly outside of the classrooms or anytime during class. During times polling stations are open, no form of campaigning may be allowed in the Dengerink Administration Building.

- A. This includes all rooms, restrooms, and space within the Dengerink Administration Building.
 - 1. Exception to this shall be clothing and accessories worn by candidate and candidate sponsors.

650.06 There shall be no form of campaigning within close proximity of the established ASWSUV polling stations as determined by the Elections Board.

- A. Close proximity campaigning will include any campaigning that can clearly be seen and read within sight of polling stations.
 - a. The Election Board shall be the deciding body if campaigning is too close proximity of polling stations.

650.07 Failure to adhere to any of the above stated campaigning policies shall be considered an Election Code violation.

651.00 CAMPAIGN EXPENDITURE LIMITATIONS

- 651.01 The campaign expenditure limitations shall be governed by Section 3 (a) of Article VII of the ASWSUV Constitution. The total amount each candidate or ticket of candidates may spend according to the formulas shall be determined by the Election Board and shall be posted during filing and announced at the Candidates' Meeting.
- 651.02 Corporate or local business contributions may not be accepted in exchange for advertising campaign materials or by a candidate.
- A. All donations will be considered to be part of campaign expenses determined at fair market value within the greater Portland/Vancouver area as stated in By-Law 651.03 C.
- 651.03 The reporting of campaign expenditures shall be governed by Section 3 (b) of Article VII of the ASWSUV Constitution, with the following qualifications:
- A. Campaign expenditure reports must be submitted even if there were no expenditures incurred over the course of the campaign.
 - B. The report shall be made on an official Declaration of Campaign Expenditures.
 - C. The Election Board shall assign a fair market value on all donated material using the going rate found on the item(s) in the Portland/Vancouver area.
 - D. Failure to submit a Declaration of Campaign expenses and the late submission of such Declaration shall be considered to be an Election Code violation.
- 651.04 Violations of the campaign expenditure limitations shall be governed by Section 3 (c) of Article VII of the ASWSUV Constitution.
- 651.05 Fundraising shall be defined as the process of gathering voluntary contributions of money or other resources, by requesting donations from individuals, businesses, or charitable foundations.
- A. All fundraising efforts must be approved by the Elections Board
 - B. Fundraising may begin upon filling for candidacy as described in By-Laws section 641.00

652.00 CAMPAIGN MATERIALS

- 652.01 No form of campaigning shall be painted or applied to sidewalks, outdoor walls of buildings, automobiles, telephone poles, or vegetation. Furthermore, no handbills, leaflets, or other campaign material shall be allowed to be dropped onto campus from the air.
- A. The only exception to this By-Law shall be for campaign materials applied to candidate's personal vehicles or the vehicles of ticket sponsors with written, signed permission from the owner of the vehicle.
 - a. Any campaign materials applied, put on, or left on vehicles, other than candidate's own vehicle or other vehicles without permission will be considered an Election Code violation.

652.02 Campaign material shall not contain and ASWSUV, WSU, or any University-related branding. In addition, characters or icons you do not own or have permission to use shall not be on campaign material either.

652.03 Campaign material shall only be promoting only one Senator candidate or one President & Vice-President pair.

652.04 Flyers

- A. Flyers shall be defined as paper printed material placed indoors or outdoors.
- B. Handbills that are distributed shall be considered flyers if posted, regardless of whether it was the candidate's intent.
- C. Flyers may be placed in the following locations:
 - a. Designated bulletin boards located at WSU Vancouver.
 - b. Designated tables at WSU Vancouver.
 - c. Non-academic areas of WSU Vancouver.
- D. Flyers may not be placed in the following locations:
 - a. Any and all restrooms on campus.
 - b. Within academic areas.
- E. Academic areas shall include but are not limited to: the library, study rooms, designated study area, classrooms, professor offices, department waiting rooms, advising offices, within the Student Resource Center, and computer labs.
- F. The exception to this By-Law is any free speech boards that are in these areas (this does not include the library).
 - a. Within the Firstenburg Suites.
 - b. On The VanCougar newspaper racks.
- G. All locations not covered in the above list are to be assumed off limits to all candidates and ballot issue sponsors.
- H. Each campaign is allowed to use one (1) flyer no larger than eight and one half (8.5) inches by eleven (11) inches per location.

652.05 Banners, posters, and signs

- A. Banners, posters, and signs shall be defined as campaigning signage that are larger than flyers placed only outdoors in the further defined locations.
- B. Banners, posters, and signs may be placed in the following locations:
 - a. Campaign booths.
 - b. Reserved locations with written approval of owners of that space which may include;
 - i. E-reader boards
 - ii. Faculty bulletin boards
- C. These reserve locations shall not include department boards and academic related boards (the Writing Center board).
- D. Banners, posters, and signs shall not be placed in the following locations:
 - a. Any place inside WSU Vancouver buildings.
 - b. On the sides of campus buildings.
 - c. On campus equipment.
 - d. On campus light poles, tables, benches, chairs, or fencing.
 - i. The only exception to this is any tables, chairs, or equipment provided with campaign booths.

- e. On any art installment on campus.
- f. Any locations without written approval of owning body.
- E. All locations not covered in the above list are to be assumed off limits to all candidates and ballot issue sponsors.

652.06 Clothing and accessories

- A. Candidates may use clothing and accessories as campaign material.
- B. Clothing and accessories will be defined as any material that candidates, sponsors, and/or other individuals choose to wear on their person or on personal belongings.
- C. Clothing and accessories may include but are not limited to:
 - a. Shirts of all kinds.
 - b. Hats.
 - c. Buttons.
 - d. Sweaters.
 - e. Wristbands or bracelets.
- D. Before the use of clothing and accessories, the candidates or candidate sponsors must approve the design of the clothing or accessories with the Election Board.
 - a. Election Board shall have the right to approve or disapprove proposals given the designs do not violate the ASWSUV By-Laws.

652.07 Food and beverages

- A. Candidates shall have the right to distribute food and beverages during campaigning.
- B. Food and beverages shall be defined as any prepackaged food, catered food or beverage source provided by candidates.
- C. Food and beverages shall not include any home prepared or any non-prepackaged food or beverage items.

652.08 Online campaigning

- A. Online campaigning shall be defined as any social media, websites, or other online advertising utilized by candidates or candidate sponsors.
 - a. Election Board must be able to access posted online campaign material and must be aware of the location of posting beforehand.
- B. If the Election Board finds the content of the online campaigning as inappropriate the Election Board shall have the following options of addressing the issue, if applicable:
 - a. Requiring the candidate to remove the submissions or inappropriate information.
 - b. Address the issue as an Election Code Violation.
 - c. Any campaigning in Discord servers should be limited to personal servers. No campaigning shall take place in University affiliated or Student Organization affiliated servers.

652.09 Music

- A. Candidates may play music only at their designated campaign booths during their reserve times.
- B. Music must not exceed a conversation level. This means that individuals approaching the table must be able to hear the music only once in close vicinity of the campaign booth.

652.10 Video

- A. Videos for campaigning may not negatively display other candidates.
- B. Videos for campaigning may not include any university logos, designs, or persons besides candidate sponsors and candidates, themselves.

652.11 Adhesives

- A. Adhesives shall be defined as any material that has gummed or adhesive material on the backing of the item.
- B. Adhesives shall not be placed on any university property.
- C. Adhesives may be placed on personal property of students given the individual places the adhesive on their property themselves.
- D. Candidate may use stickers or gummed materials for campaigning and distribution, but may not stick on university material.
- E. Any and all damages directly related to gummed or adhesive materials provided by candidates or candidate sponsors shall be the responsibility of the candidates.
 - a. If adhesives are found to have damaged university property, candidates shall remove, repair and clean said university property and may be subject to receive an Election Code violation.

652.12 Verbal Campaigning

- A. Verbal campaigning will be defined as a candidate or candidate's representative using verbal means to advocate or promote a campaign.
- B. Verbal campaigning should not occur within academic areas or interrupt academic activities
- C. Verbal campaigning shall not be at the detriment of other candidates.

652.13 Campaign materials may be distributed provided those doing so take the responsibility of cleaning up loose leaflets or other material due to their soliciting.

- A. All candidates or sponsors of a ballot issue are responsible for any and all damage or litter caused by forms of campaigning

652.14 Other campaign literature/materials

- A. Any and all campaign materials not explicitly expressed in the above By-Laws must be approved by the Election Board.

652.15 Duration of Campaigning

- A. Candidates may campaign up until the voting period ceases.
- B. All posters and campaign materials must be removed from within the sight of polling sites by 11:00 a.m. the first day of the election.
- C. All campaign related materials must be removed by noon of the day following the elections.

652.16 All candidates or sponsors of ballot issues are responsible for any and all damage or litter caused by forms of campaigning.

652.17 The only person(s) allowed to remove or move any campaign material are the candidates or sponsor(s) of the ballot themselves, their authorized representatives, or members of the Election Board.

652.18 Campaign material approval

- A. The Election Board shall have the right to approve or disapprove any campaign materials.
- B. Any campaign materials not delineated in the campaign materials By-Laws must be approved by the Election Board.
- C. The Election Board shall approve campaign material requests via email on a rolling basis. The Election Board shall have at least two deadlines during the week to approve campaign material.
 - a. The campaign material approval and disapproval document shall be signed by at least two designated members of the Election Board.
 - b. This document shall be shared via email to all candidates.
 - c. This document shall be shared on the ASWSUV website and on Cougar Presence and printed copies will be kept at the front desk.
 - d. This document shall have a physical copy filed with the Election Board, the Election Board Advisor, the ASWSUV current President, and Senate Pro-Tempore.
 - e. This document shall include all approved and disapproved campaigning materials or procedures.

653.00 ELECTION CODE VIOLATIONS

653.01 Violation Stipulations

- A. The Election Board Chair (Co-chairs) shall represent ASWSUV, the complaint, and shall present the case against the alleged violator. Alleged violations shall be submitted through an official Election Board complaint document and time stamped by the Office of Student Involvement front desk, or through an online official Election Board complaint form.
 - a. In the case of an Election Integrity Complaint, Election Board shall represent themselves and the complaint shall be represented by the person who submitted the complaint.
- B. The Election Board will refer complaints received or found to the Judicial Board. Complaints will be accepted until 6:00pm two school days after the General Election ends. Violations must be reported within 48 hours of the violation's occurrence.
- C. Judicial Board Hearing procedures and potential punishments are outlined in By-Laws 430.00 and 460.00.

654.00 WRITE-IN CANDIDATES

654.01 Write-in candidates shall be bound by Election Code Chapters 620.00, 630.00, 631.00, 640.00, 650.00, 651.00, 652.00, and 653.00.

654.02 Write in Candidates names shall not appear on the ballot or the voter's pamphlet.

660.00 INITIATIVES

660.01 An initiative shall be defined as a proposed statement of ASWSUV policy which shall

be initiated by the membership of the ASWSUV and put to a vote of the membership for approval.

660.02 For an initiative to be placed on the ballot at a general or special election, the following criteria shall have to be met:

- A. A copy of the proposed initiative, along with a list of names and addresses of the sponsoring ASWSUV members shall be filed with the Election Board.
- B. Petitions bearing the signature and ID numbers of at least ten (10) percent of ASWSUV's membership shall be completed and returned to the Election Board by:
 - a. The filing deadline for candidates in the case of an ASWSUV General Election.
 - b. Six (6) school days prior to the date of the election in the case of an already scheduled special election. If the petitions are not returned prior to the above deadline, the initiative shall not appear on the ballot

660.03 The Election Board shall formulate a title and a brief explanation as to the purpose of the initiative without argument or prejudice. If the proponents are dissatisfied with the measure title or wording, they may appeal it to the Judicial Board for amendment.

660.04 For an initiative to be approved, it must receive at least fifty (50) percent plus one (1) of the votes cast in the election.

660.05 For the purpose of these Codes, initiative campaigns shall be considered the same as Senate candidates and shall be bound by Chapters 620,630, 631, 640, 650, 651, 652, 653, 670, and 672.

661.00 REFERENDUM

661.01 A referendum shall be defined as a proposed statement of ASWSUV policy which shall be initiated by the Senate and put to a vote of ASWSUV's membership for approval.

661.02 For a referendum to be placed on the ballot at a general or special election, it must be approved by a two-thirds (2/3^{rds}) vote of the seated membership of the Senate.

661.03 The Senate shall formulate a title and a brief explanation as to the purpose of the referendum without argument or prejudice.

661.04 For a referendum to be approved it must receive at least fifty (50) percent plus one (1) of the votes cast in the election.

662.00 CONSTITUTIONAL AMENDMENT

662.01 A Constitutional amendment shall be defined as an addition, deletion, or change of wording and content of ASWSUV's Constitution as proposed by the Senate or members of ASWSUV.

662.02 For a Constitutional amendment to be placed on the ballot at a general or special election by members of ASWSUV, the following criteria shall have to be met:

- A. A copy of the proposed Constitutional amendment, along with a list of the names and the addresses of the sponsoring ASWSUV members, shall be filed with the Election Board.
- B. Petitions bearing the signature and ID numbers of at least twenty (20) percent of ASWSUV's membership, shall be completed and returned to the Election Board by:
 - a. The filing deadline for candidates in the case of an ASWSUV general election.
 - b. Six (6) school days prior to the date of the election in the case of an already scheduled special election. If the petitions are not returned prior to the above deadlines, the Constitutional amendment shall not appear on the ballot.

662.03 For a Constitutional amendment to be placed on the ballot by the Senate at a general or special election, it must be approved by a four-fifths (4/5^{ths}) vote of the seated membership of the Senate.

662.04 The Election Board shall formulate a title and a brief explanation as to the purpose of the Constitutional amendment without argument or prejudice. If the proponents are dissatisfied with the measure title or wording, they may appeal it to the Judicial Board for amendment.

662.05 For a Constitutional amendment to be approved, it must receive fifty (50) percent plus one (1) of the votes cast in the election, provided that a minimum of twenty (20) percent of ASWSUV's membership vote in the election.

670.00 SPECIAL ELECTIONS

670.01 Special elections shall be held as required by the ASWSUV Constitution for the following purposes:

- A. To fill vacancies in the ASWSUV Senate and Executive Branch.
- B. To complete invalidated elections.
- C. To recall the ASWSUV President, Vice President, or any ASWSUV Senator(s).
- D. For any ballot measure.

671.00 SPECIAL ELECTIONS TO FILL VACANCIES

671.01 Time Constraints:

- A. Should an election for a Senate position be invalidated a special election shall be held within fifteen (15) school days of the Judicial Board's decision to invalidate.
- B. Vacancies. Should both the President and Vice President (or the President-Elect and Vice President-Elect) become simultaneously vacant, or should four (4) or more vacancies occur on the ASWSUV Senate at any one time, the Senate shall direct that a special election be held within twenty (20) school days of the vacancies.

671.02 The special elections calendar shall cover the same points as the general election calendar.

671.03 Should a special election be needed, it shall be governed by sections 650, 651, 652, 653, 670, and 672 of the Election Codes. For the purpose of a senatorial special election, it shall be held on a write-in basis. In such elections, the election board shall conduct the election in a manner consistent with the ASWSUV Constitution.

672.00 SPECIAL ELECTION FOR A BALLOT MEASURE

672.01 Time Constraints:

- A. Initiatives - Should an initiative measure be filed with the Election Board more than forty (40) school days before an already scheduled general, primary, or special election, or after such has already occurred, the Senate shall call a special election which shall take place within twenty (20) school days of the filing of the measure.
- B. Referendums and Constitutional amendments - Should a referendum or a Constitutional amendment be put forth by the Senate more than forty (40) school days prior to an already scheduled general, primary, or special election, or after such has already occurred, the Senate shall call a special election which shall take place within twenty (20) school days of the passage of the referendum or Constitutional amendment by the Senate.

672.02 Chapters 620, 621, 630, 640, 641, 642, 643, 650, 651, 652, 653, 654, 660, 661, or 662, 670, and 672 of the Elections Codes shall govern all special elections for a ballot measure.

680.00 RECALL ELECTION

680.01 The President, President-Elect, Vice President, Vice President-Elect, Senators and Senators-Elect may be recalled from office for misfeasance, malfeasance, or non-feasance.

680.02 For a recall question to be placed on the ballot at a general or special election, the following criteria shall have to be met:

- A. A copy of the ground for recall, along with a list of names and addresses of the sponsoring ASWSUV members, shall be filed with the Election Board.
- B. Petitions bearing the signature and ID numbers of at least twenty (20) percent of the student body shall be submitted for verification to:
 - 1. The Vice President for Senate recall elections.
 - 2. The Senate Chair Pro-tempore for Executive recall elections.

680.03 Upon verification, the senate shall set a reasonable date for a recall election. These dates shall be set within fifteen (15) school days.

680.04 Should a special recall election become necessary, all parties involved shall be governed by chapters 620, 641, 642, 643, 650, 651, 652, and 654 of the Election Codes.

680.05 Validation:

- A. For a Senate recall election to be validated, it shall require a twenty (20) percent voter turn-out of the ASWSUV membership.
- B. For an Executive or Executive-Elect recall election to be validated, it shall require a twenty (20) percent voter turn-out of the ASWSUV membership.

680.06 For a recall question to be approved it must receive a fifty (50) percent plus one (1) vote of the votes cast.

690.00 IMPEACHMENT

690.01 ASWSUV Officers and Senators may be impeached and removed from office for failure to properly execute their Constitutional duties.

690.02 The impeachment process shall commence after a four-fifths (4/5) affirmative vote of the seated membership of the ASWSUV Senate has been fulfilled.

690.03 The impeachment proceedings shall commence within two (2) full school weeks or four(4) non-school weeks which will constitute a reasonable amount of time.

690.04 The Chief Justice of the Judicial Board shall be the presiding officer over the impeachment proceedings.

690.05 A one hundred percent (100%) affirmative vote is required of the remaining seated Senate.

690.06 Each ASWSUV seated Senator not impeached shall cast one (1) affirmative or negative vote for the removal from office of the Senator or Officer in which the charges have been brought.

TITLE VII-SUMMER CONTROL OF ASWSUV

700.00 AUTHORITY

700.01 The interests and affairs of ASWSUV shall be managed jointly by the ASWSUV President and Vice President during the summer session. They may not, however, counter specific directives given by the newly elected Senate during the final budget approval in the spring.

710.00 REPORT OF SUMMER ACTIVITIES

710.01 A written report of summer activities shall be made at the first Senate meeting in the fall.

TITLE VIII-ASWSUV COMMITTEE GUIDELINES

800.00 BECOMING AN ASWSUV COMMITTEE

800.01 The Senate may grant committee status to any student group requesting recognition who has met all requirements listed in By-Laws 800.00.

800.02 Any group applying for recognition as an ASWSUV Committee shall create a By-Law Amendment to Title IX-Committees with the following information included:

- A. The purpose and intended use of the Committee.
- B. A listing of the functions, powers, duties, and responsibilities for all committee members a. Including any duties or responsibilities of such members if relevant.
- C. Any special membership requirements.
- D. A statement describing how the committee intends to fulfill its purposes.
- E. Any Committee Policies.

800.03 Once a By-Law Amendment which complies with By-Law 800.02 has been created, the Amendment shall be presented to the Senate Rules and Administration Committee. Upon approval from the Senate Rules and Administration Committee, the Amendment will then be presented to one of the Senate Standing Committees outlined in By-Law 210.01. After review of the Amendment by the relevant Senate Standing Committee, the Amendment will be put forth to the Senate with recommendations from the relevant Senate Standing Committee for final approval and implementation into the By-Laws.

810.00 FUNDING OF RECOGNIZED ASWSUV COMMITTEES

810.01 Once recognized as an ASWSUV Committee, the new committee is eligible to apply for the funding of an operating budget.

- A. This funding may be gained from the Senate Allocation Pool or S&A Fees upon

approval of requested funding.

- B. Funding requests shall be brought before the Finance Committee before presentation to Senate or the S&A Fee Committee.
- C. Funding shall pertain directly to the Committee's goals and purpose.

810.02 Counseling on funds shall be sought by the new committee from ASWSUV's President and ASWSUV advisor.

830.00 ASWSUV COMMITTEE AFFILIATION

830.01 All ASWSUV Committees shall be required to acknowledge affiliation with ASWSUV in any advertising or publication, they produce.

850.00 COMMITTEE MEMBERSHIP

850.01 The Chair of each Committee shall hold a position within ASWSUV. The Chair shall have the following duties:

- A. Hold monthly meetings of their Committees.
- B. Ensure the Committee's compliance to the Open Meetings Act.
- C. Present monthly reports to the ASWSUV Senate on the Committee's progress.
- D. Submit a written report of the Committee's activities of the past year to the Vice President prior to the last Rules and Administration Committee meeting of the school year.

850.02 Committees shall outline individual positions from within ASWSUV which will sit on a Committee. Any student is eligible to be a member of any ASWSUV Committee.

860.00 COMMITTEE PROGRAMMING REQUIREMENTS

860.01 All ASWSUV Committees shall strive to provide programming as required by their purpose.

TITLE IX-COMMITTEES

910.00 ENVIRONMENTAL ISSUES COMMITTEE

910.01 Purpose:

- A. To increase WSU Vancouver student awareness of environmental issues.
 - a. Promote an environmentally friendly campus through the ASWSUV community by providing educational opportunities and awareness of activities to the students at large.
 - b. Create cooperation between community organizations and ASWSUV for the promotion of local ecological concerns.
- B. To promote environmental projects that concern WSU Vancouver students.
 - a. Foster student and community relations for the assistance in ecosystem restoration projects.
 - b. Provide assistance for campus-wide recycling projects.
 - c. Continue Earth Day events on an annual basis.

910.02 Membership:

- A. The committee chair shall be the Director of Environmental Sustainability and Advocacy according to Section 320.11 of the ASWSUV By-Laws.
- B. The Ex-officio members of the committee shall be the ASWSUV President and the ASWSUV Vice-President.
- C. The committee will be open to all who are interested in issues and resources concerning environmental issues. The selection of officers will be done democratically using majority vote.

930.00 WOMENS COMMITTEE

930.01 Purpose:

- A. To develop and make available various networks and resources concerning women on this campus.
- B. To establish a Women's Resource Center.

930.02 Programming or Services to be provided:

- A. May include but not be limited to issues of safety, well being, career services, outreach, seminars, lectures and conferences.

930.03 Membership:

- A. The committee will be open to all who are interested in issues and resources concerning women. The selection of officers will be done democratically using majority vote.

950.00 CHANCELLOR'S STUDENT ADVISORY BOARD (CSAB)

950.01 The Chancellor's Student Advisory Board (CSAB) was established to address the needs of all students at WSU Vancouver, with a particular focus on underrepresented students. The board also serves to foster a relationship between the Chancellor and the student body.

950.03 Membership

- A. Permanent members of the Committee shall include:
 - a. ASWSUV Director of Campus and Community Outreach, President, and Pro-Tempore
- B. Recommended members of the committee shall be:
 - a. A student media representative, a student ambassador, a library representative, a veteran's representative, a peer health educator from the campus Wellness Center, and a student employee from the Recreation-Center/Annex-----
- C. Members will join in the Fall and serve for one (1) full academic year.

950.03 The Chair of the Chancellor's Student Advisory Board shall be the Director of Campus and Community Outreach. The Chair shall have the following duties:

- A. Organizing the committee.
- B. Maintaining consistent contact with the ASWSUV advisor, WSU Vancouver leadership, and WSU leadership with regard to the given event(s).
- C. Maintaining consistent contact with other student lead organizations on the WSU Vancouver campus with regard to the given event(s).
- D. Leading all committee meetings.
- E. Carrying out any other duties deemed necessary by the committee.

950.04 This committee will serve as a planning and action committee which will act in response to any event deemed a disaster or impending disaster scenario by any level of campus, local, state, or federal leadership which has an impact on the students of WSU Vancouver.

- A. Members will meet with the Chancellor twice each term for a total of four meetings a year.
- B. Meetings will be 60-90 minutes with lunch provided by the Chancellor.
- C. Board members are expected to prepare and communicate outside these meetings to ensure effectiveness.
- D. A preparatory meeting may be required prior to meeting with the Chancellor.
- E. Meetings will start with the ASWSUV providing updates on Student Government, then the Chancellor providing updates on the State of the Campus.
- F. ASWSUV reserves the right to replace board members who do not communicate effectively or fulfill their board duties.

960.00 DISASTER RELIEF COMMITTEE

960.01 The voting members of the Committee shall be the President, Vice-President, Chief of Staff, Senate Chair Pro-Tempore, Director of Legislative Affairs, Director of Communications, and Senate Finance Committee Chair.

960.02 Non-Voting members of this committee shall be any graduate or undergraduate student

regularly enrolled at WSU Vancouver who wishes to sit on the committee and who is approved by the voting members of the committee to act as an active non-voting member of the committee.

- 960.03 The Chair of the Disaster Relief Committee shall be the President. The Chair shall have the following duties:
- A. Organizing the committee.
 - B. Maintaining consistent contact with the ASWSUV advisor, WSU Vancouver leadership, and WSU leadership with regard to the given event(s).
 - C. Maintaining consistent contact with other student lead organizations on the WSU Vancouver campus with regard to the given event(s).
 - D. Leading all committee meetings.
 - E. Carrying out any other duties deemed necessary by the committee.
- 960.04 This committee will serve as a planning and action committee which will act in response to any event deemed a disaster or impending disaster scenario by any level of campus, local, state, or federal leadership which has an impact on the students of WSU Vancouver.
- A. The committee shall be required to convene in response to such scenarios.
 - B. Such disasters shall be defined as or be in relation to natural causes, loss of life, substantial damage to the community, or precautionary measures in order to minimize disaster outcomes.
 - C. Outside of such disaster scenarios, the committee shall be required to meet at least once per academic year in order to review and revise governing documents.
- 960.05 The Disaster Relief Committee shall have the following duties:
- A. Organizing student leaders in order to support WSU Vancouver students.
 - B. Identify key points of stress or inadequacies within students lives due to the given event(s).
 - C. Work with campus leadership to develop a plan which will support students in the most effective and efficient ways.
 - D. Any other duties deemed necessary by WSU Vancouver leadership or students of WSU Vancouver (with consideration from the committee).
- 960.06 Disaster Relief Committee efforts shall be limited only by Service and Activities Fees rule and regulations, the rules and regulations set in place by WSU leadership, the Washington Administrative Code, Revised Code of Washington, Federal regulations, and ASWSUV governing documents.

TITLE X- CLUBS

1010.00 CRITERIA FOR CLUB RECOGNITION

- 1010.01 Student organizations who wish to become recognized by the university will follow Washington Administrative Code (WAC) 504-28 as printed in the WSU Vancouver Student Handbook. This WAC outlines the recognition process, membership in organizations, requirements and responsibilities of organizations, privileges of organizations and the role of advisors.
- 1010.02 Recognition for WSU Vancouver student organizations is granted by the Office of Student Involvement (OSI). Registered Student Organizations (RSO) are responsible for fulfilling the requirements set forth by OSI to be considered active each academic year.
- 1010.03 The Office of Student Involvement will supply ASWSUV with a list of active student organizations on a regular basis. ASWSUV may request additional information as needed.

1020.00 CLUB FUNDING

- 1020.01 Clubs are considered financially autonomous, raising their own funds through dues and fund-raisers. Active clubs will be supplied with initial funds each year, the amount of which will be determined by ASWSUV.
- 1020.02 Clubs may request funding from the ASWSUV Senate for educational, cultural or social activities, and goods and services that benefit and are open to the student body. Senate funds cannot be used for travel in any circumstances. ASWSUV Senate screens each funding proposal and makes an allocation based on the availability of funds and the appropriateness of the proposal. Appropriateness is determined by the number of people apt to participate in the event, whether event duplicates other events, whether the event gives balance to the overall programming done by ASWSUV and whether the event is fundable under S&A fee guidelines.
- A. Inconsumable items will continue to be ASWSUV property.
- 1020.03 Only current recognized student clubs are eligible to apply for such funding. In order for clubs to maintain eligibility to receive funds they must send a representative from their club to one of two monthly meetings scheduled by the RSO Director.

1030.00 CLUB FINANCIAL ACCOUNTING

- 1030.01 Recognized clubs who raise money are required to set up a Student, Faculty and Activity Account (S&A) through the University. Clubs should contact the ASWSUV Advisor for the procedure. The University provides monthly statements of the S&A account activity to the club advisor.

1030.02 Clubs that receive funding from ASWSUV Senate will expend those funds through normal ASWSUV expenditure procedures. The allocation is not placed in the student organization's S&A account. ASWSUV Senate will receive a report of expenditures made to allocated funds.

TITLE XI- CODE OF ETHICS

1100.00 PURPOSE

1100.01 ASWSUV will, through the implementation of its Code of Ethics:

- A. Seek to promote the well-being of students by representing the integrity, dignity, and worth of individuals, with the acknowledgement of differences.
- B. Maintain a professional environment by emphasizing advocacy, leadership, and equality.
- C. Require those in positions of leadership within ASWSUV to refrain from behaviors which threaten the freedom and respect every individual deserves.
- D. Ensure that any violation of the Code of Ethics will be dealt with in the appropriate Manner, as outlined in By-Law 1120.00.

1110.00 CODE OF ETHICS

1110.01 No ASWSUV Senate, Executive, Judicial, or Staff member legislation, order, ruling, or action shall be in direct conflict with the Code of Ethics.

1110.02 Every ASWSUV Senator, Executive, Justice, and Staff member will sign the Code of Ethics as an official acknowledgement of reading and understanding the Code of Ethics within one (1) week of taking office.

1111.00 ORGANIZATIONAL ETHICS

1111.01 ASWSUV Senators, Executives, Justices, and Staff members will:

- A. Distinguish clearly the differences between statements that represent any personal views and those of ASWSUV.
- B. Recognize that ASWSUV is a legal organization under Washington State Law and will, therefore, obey all lawful authorities, including the Articles of Incorporation, ASWSUV Constitution and By-laws, Vancouver City Ordinances, State of Washington Administrative Codes, the Revised Code of Washington, and laws of the United States.
- C. Read and seek to understand the ASWSUV Constitution and By-laws prior to accepting any position of responsibility and will act in accordance with the spirit and intent of those documents.
- D. Acknowledge and make public any potential conflict of interest arising from any other involvement.
- E. Actively seek to involve diverse groups of students in ASWSUV programs and services.
- F. Recognize that student leaders serve as role models and will refrain from conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, and other forms of conduct prohibited by the WSU Conduct Code.
- G. Refrain from action that misuses the tangible and intangible resources of the Association for personal gain.

- H. Follow the approved policies for bringing about change as stated in the Constitution and By-laws of ASWSUV.

1112.00 TREATMENT OF COLLEAUGES

- 1112.01 Professional behavior is expected of student leaders. Consequently, ASWSUV Senators, Executives, Justices, and Staff members will:
 - A. Demonstrate professional courtesy and respect for others and their opinions.
 - B. Recognize that rational people can reach different conclusions based on the same information.
 - C. Explore appropriate and professional methods of resolving conflict.
 - D. Communicate openly and honestly in carrying out responsibilities to and on the behalf of ASWSUV.
 - E. Recognize a fair decision-making process, which acknowledges and respects both majority and minority voices in the absence of parliamentary procedure.
 - F. Delegate responsibility with the expectation that those duties will be fulfilled reflecting personal methods and styles.
 - G. Support each individual's endeavors to fulfill the duties of their position.
 - H. Evaluate the opinions and actions of others without bias.
 - I. Refuse to tolerate language or actions which may discriminate against or devalue any individual student, group of students, or student organization.

1113.00 OBLIGATION TO THE STUDENT BODY

- 1113.01 As a public servant, every ASWSUV Senator, Executive, Justice and Staff member will:
 - A. Be attentive and receptive to the diverse views and needs of their constituency.
 - B. Actively promote open, two-way communication between the ASWSUV leadership and the students they serve.
 - C. Use ASWSUV powers and resources to advance the interests of the students of WSU Vancouver.
 - D. View their role as more than just representation of student views. They will strive to serve as a strong advocate for students, provide leadership in all cases, and ensure that all viewpoints, however controversial, are recognized.
 - E. Foster a fair and objective decision-making process throughout ASWSUV and will seek out relevant facts and opinions before decisions are made.
 - F. Present an accurate portrayal of the nature and extent of their qualifications and competencies when representing ASWSUV.
 - G. Not tolerate or engage in discriminatory harassment, including, but not limited to, sexual harassment and gender-based harassment. If I am a witness of discriminatory harassment by a member of ASWSUV, I will immediately report to a direct supervisor/advisor, who is a mandatory reporter.
 - H. Understand that if I am under investigation through the Office of Compliance and Civil Rights (CCR) for discriminatory harassment, I will not be able to serve in any ASWSUV-related position nor represent ASWSUV until the investigation has

concluded. It will be my responsibility to report to the appropriate advisor if I am under CCR investigation.

1114.00 LEADERSHIP ETHICS

- 1114.01 The Student Body has given Student Leaders of ASWSUV the responsibility to effectively, fairly, and efficiently lead. As such, ASWSUV Senators, Executives, Justices, and Staff member will:
- A. Continue personal development as student leaders by acquiring new knowledge, Improving skills, sharing ideas and information, and participating in the meetings and affairs of ASWSUV.
 - B. Encourage and facilitate the leadership development of others.
 - C. Stress ethical standards in any orientation session, retreat, meetings, or other activities that are developed, offered, or presented for fellow students.
 - D. Not use my office or position to unfairly benefit personal friends and colleagues.
 - E. Members of ASWUV will be able to advocate on the behalf of particular students during an appointment hearing or campaign so long as they differentiate their own view from that of ASWSUV.
 - F. All members of ASWSUV are expected to recuse themselves in decision-making processes where they have a conflict of interest.
 - G. Respect meritocracy in all ASWSUV activities, emphasizing the good of the institution over personal preference.

1120.00 VIOLATION

1120.01 Strike Policy

- A. If any member of the Executive Staff, Senate, Elections Board, and Judicial Board fails to carry out their respective duties, the President, Vice-President, and/or Chief of Staff, and/or Senate Chair Pro-Tempore, and/or Elections Board Chair, and/or, Chief Justice may enact a three (3) strikes policy which consists of;
 - 1. An initial verbal warning and discussion of improvement strategies.
 - 2. A formal written warning outlining specific areas needing improvement.
 - 3. Placement on a probationary period or removal from the position.

1120.02 Bounds for Strikes

- A. The following areas can warrant a strike for any member of ASWSUV.

1120.03 Organizational Ethics & Standards

- A. Every member of ASWSUV is expected to adhere to the Organizational Ethics & Standards established by our internal By-Laws and Constitution, as well as the Campus and State regulations. Violating these standards may result in a strike.
 - 1. Non-Partisan
 - a. Failure to clearly distinguish between statements that represent personal views and those of ASWSUV. Political and social situations arising throughout the academic year will be discussed in planned meetings, with a

consensus approach voted upon by all ASWSUV members. Acting or making decisions without prior approval is a violation.

2. Professionalism & Visual Association
 - a. Failure to conduct oneself in a professional and respectable manner when working, attending events, meetings or any form of participation associated with ASWSUV. This includes maintaining professionalism while wearing ASWSUV-branded merchandise or materials.
 - b. Members may act freely on their own time if they are not visually identifiable as ASWSUV representatives.
3. Active Neglect
 - a. Failure to actively comply with ASWSUV responsibilities.
 - b. ASWSUV Responsibilities can be found in the ASWSUV Constitution and By-Laws.
 - c. Deliberate neglect or defiance of these responsibilities is considered a violation.
4. Legal Compliance
 - a. Failure to recognize ASWSUV as a legal entity under Washington State Law.
 - b. ASWSUV members must comply with all lawful authorities including the Articles of Incorporation, ASWSUV Constitution and By-Laws, Vancouver City Ordinances, State of Washington Administrative Codes, Revised Code of Washington, and U.S. laws.

1120.04 Behavior & Treatment of Colleagues

- A. All members of ASWSUV are expected to treat colleagues with civility and respect. It is imperative that everyone feels comfortable, welcome, and capable of working without concern.
 1. Discrimination & Harassment
 - a. Failure to treat all ASWSUV members with respect, dignity, understanding, and grace. Use of hate speech or verbal attacks on any belief, opinion, or ideology will result in a strike.
 2. Communication
 - a. Failure to respect other ASWSUV members' preferences regarding communication and interpersonal interactions.

1120.05 Internal & External Practices

- A. Every member of ASWSUV is required to follow the rules, regulations and expectations set forth in our By-Laws, Constitution, and Code of Ethics.
- B. The following violations may result in a strike;
 1. Attendance & Office Hours
 - a. Failure to attend, be punctual, or actively engage in mandatory or agreed-upon meetings, events, office hours, or any other ASWSUV-related commitments.
 - b. Each branch has a set number of office hours that need to be honored by the individual setting them.
 2. Chain of Command
 - a. Failure to respect or attempt to undermine ASWSUV's chain of command.
 3. Privacy & Secure Information

- a. Failure to protect non-disclosure agreements, private information, or anything labeled as confidential.
- 4. Conflict of Interests
 - a. Failure to disclose, abstain from participation, or avoid endorsement of anything that could result in personal gain.

1130.00 BOUNDS FOR IMMEDIATE TERMINATION

1130.01 Certain Violations will result in immediate termination of employment with ASWSUV. Termination actions will only proceed upon receiving and validating incriminating evidence.

1130.02 No Exceptions Policy

A. Sexual Harassment, Assault, & Stalking

- 1. If found guilty of sexual harassment, assault, or stalking, the ASWSUV President and/or Vice-President will arrange for the perpetrator's belongings to be securely removed and will notify the individual via email and/or Teams.
- 2. Any attempts to engage with ASWSUV after receiving notification will result in involvement from campus security or higher administration.

B. Reckless Endangerment & Negligence of Safety

- 1. If found guilty of knowingly neglecting safety or violating state laws when operating a "State Vehicle," ASWSUV-branded vehicle, or personal vehicle for ASWSUV-related purposes, the ASWSUV President and/or ASWSUV Vice President will take immediate action.
- 2. In cases of immediate risk, the President will assume control of the vehicle, drive to campus and terminate the perpetrator's contract upon return.
 - a. In the event that the ASWSUV President or Vice President is not present during the event of immediate risk, the next authority figure shall assume control in their absence.
- 3. If notified after the fact with proper evidence, immediate termination will follow.
- 4. This applies to any reckless endangerment, whether or not a vehicle is involved.

1130.03 Rules & Regulations for Violations

A. Reporting

- 1. Any violation shall be reported to the ASWSUV President, and/or ASWSUV Vice-President, and/or ASWSUV Senate Chair Pro-Tempore, and/or the ASWSUV Chief Justice, and or the ASWSUV Advisor.

B. Document & Signing

- 1. All reported violations and disciplinary actions will be documented in writing.
- 2. Both the individual involved and the presiding officer will sign the documentation to confirm and acknowledgement and receipt.
- 3. This documentation will be stored securely in ASWSUV's records for future reference.

1130.04 Abide by the Honor Statement:

- A. Will act in accordance with and promote the WSU Honor Statement:
 - 1. “Cougs act with integrity, respect, and dignity. In order to uphold the honor of our University, we are steadfast in our commitment to academic excellence and honesty. As members of the Cougar Community, we strive to incorporate these values into our daily lives.”

1130.05 Oath of Office:

- A. The elected ASWSUV President and Vice President shall take oaths of office at the annual Leadership and Engagement Awards of Distinction (LEAD) ceremony.
- B. If either a new ASWSUV President or Vice President must be appointed at any point throughout the academic year, the newly appointed ASWSUV President or Vice President must take an oath of office during a meeting of the ASWSUV Senate.
- C. The newly elected ASWSUV Senate must take an oath of office prior to the first Senate meeting in which they are present.
- D. Newly confirmed members of the ASWSUV Senate before following through with any duties of the Election Board.
- E. Newly appointed members of the ASWSUV Executive Staff must take an oath of office at a meeting of the ASWSUV Senate the week following their appointments, and
- F. The following oath of office must be recited by all members of ASWSUV mentioned above:
 - 1. “I do solemnly affirm that I will faithfully execute the duties of my office, act with integrity, respect, and dignity, and will to the best of my ability preserve, protect, and defend the Constitution of the Associated Students of Washington State University.”