



**EASTERN**

WASHINGTON UNIVERSITY

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ASSOCIATED STUDENTS OF  
EASTERN WASHINGTON UNIVERSITY

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**ASEWU REVIEW AND PROPOSAL AGENDA**  
**Thursday, April 25th, 2019**  
**Pence Union Building, Room 207J, 3:30 p.m.**

1. Call to Order
2. Roll Call
  - Connor Attridge, Speaker Pro-tem
  - Sarahi Gutierrez, ASEWU, Academic Affairs
  - Angelica Garcia-Macias, ASEWU, Legislative Affairs
  - Taylor Coffell, ASEWU Superior Court, Clerk
  - Brian Moore, ASEWU, Director of Elections
  - Stacey Reece, SAIL, Director
  - Grace Callahan, ASEWU, Program Support Supervisor
  - Raul Sanchez, ASEWU Superior Court, Chief Justice
3. Unfinished Business
  - a. None
4. New Business
  - a. Bill 2018-19/116
  - b. Bill 2018-19/701A
  - c. Bill 2018-19/703
  - d. Bill 2018-19/121A
  - e. Bill 2019-19/107B
  - f. Bill 2018-19/201
  - g. Bill 2018-19/109
  - h. Bill 2018-19/103A
  - i. Bill 2018-19/104A
  - j. Bill 2018-19/105A
  - k. Bill 2018-19/114A
5. Announcements
  - a. The next meeting is May 14, 2019 at 3:30pm in PUB 207J.
6. Adjournment



Bill: 2018-19/116  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act establishing the stipend for all members of the ASEWU.  
Be it enacted by the ASEWU Council that:

**SECTION 1: Purpose**

Elected and appointed members of the ASEWU shall be given a stipend based upon the information provided below, in accordance with Article II, Section VII of the ASEWU Constitution.

**SECTION 2: Stipends**

All stipends and wages shall be determined by the following criteria.

- A. The ASEWU president shall receive a quarterly stipend of five-thousand and forty dollars (\$5040.00). The ASEWU president shall receive a quarterly stipend for the summer.
- B. The ASEWU executive vice president and the ASEWU finance vice president shall each receive a quarterly stipend of four-thousand-eight-hundred and forty dollars (\$4840.00). The ASEWU vice presidents shall receive a quarterly stipend for the summer.
- C. The ASEWU Council representatives shall each receive a quarterly stipend of three-thousand and twenty dollars (\$3020.00), excluding summer quarter.
- D. The ASEWU Council clerk shall receive a quarterly stipend of two-thousand and nine hundred dollars (\$2900.00), excluding summer quarter.
- E. The ASEWU Superior Court chief justice shall receive a quarterly stipend four-thousand-eight-hundred and forty dollars (\$4840.00). The chief justice shall receive a quarterly stipend for the summer provided they work and maintain hours for that time.
- F. The ASEWU Superior Court associate justices shall each receive a quarterly stipend of two-thousand-nine-hundred and fifty dollars (\$2950.00), excluding summer quarter.
- G. The ASEWU Superior Court clerk shall receive a quarterly stipend of two-thousand and eighty dollars (\$2200.00), excluding summer quarter.
- H. The ASEWU Cabinet members shall each receive a quarterly stipend of two-thousand and eighty dollars (\$2200.00), excluding summer quarter.
- I. The ASEWU legislative liaison shall receive an additional stipend of three (3) monthly payments of two-thousand dollars (\$2,000.00) to be distributed the first pay period of January.
- J. Any other council assistants and court assistants shall receive a stipend based on an hourly rate of the state or federal minimum wage, whichever is greater.

**SECTION 3: Limitations**

Stipends and/or wages for all elected and appointed members of ASEWU shall only be decreased by the ASEWU Council with a unanimous vote of the voting membership.

Stipends and/or wages for all elected and appointed members of ASEWU shall only be increased by the ASEWU Council with a unanimous vote of the voting membership or in cases to comply with Washington state and federal minimum wage laws.

**SECTION 4: Effective Date**

This bylaw will take effect on June 17, 2019.

**SECTION 5: Rescinded**

Bylaw 2012-13/116A is hereby rescinded.

**SPONSOR:** Alicia Decker and Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

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ASEWU Executive Vice President      Date

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ASEWU President      Date

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ASEWU Speaker Pro Tem      Date  
(Veto override)

Bill: 2018-19/701A  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act establishing the duties of the ASEWU Superior Court.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Purpose**

The ASEWU Superior Court shall be authorized to act on all cases and controversies that arise under the ASEWU Constitution and/or Bylaws.

### **SECTION 2: Responsibilities**

Each ASEWU Superior Court justice shall be responsible for the following requirements.

- A. Attend all scheduled hearings and sessions.
- B. Upon appointment to the ASEWU Superior Court, undergraduate and graduate ASEWU Superior Court justices must be enrolled at EWU with six (6) or more credits each quarter during their tenure in office (excluding summer quarter).
- C. Be familiar with the ASEWU Constitution, Bylaws, the latest edition of *Robert's Rules of Order Newly Revised*, the ASEWU Code of Ethics and the EWU Student Conduct Code.
- D. Attend all regular ASEWU trainings, workshops, and retreats.
- E. Sign and abide by the most recent ASEWU Code of Ethics approved by the ASEWU Council.
- F. Attend at least one (1) ASEWU hosted event per quarter not hosted by the ASEWU Superior Court (excluding summer quarter).
- G. Serve on the Student Disciplinary Council when requested.
- H. Conduct twice annual reviews as per bylaw 707.
- I. Participate in the performance evaluations conducted by the review board for justices as outlined in bylaw 708.
- J. Host at least one (1) tabling event per quarter to promote the services of ASEWU Superior Court and/or ASEWU to students (excluding summer quarter).
- K. Host and/or collaborate at least ~~two (2) one (1) events~~ per ~~year quarter~~ ~~(excluding summer quarter)~~ that provides information or a service to students.

### **SECTION 3: ASEWU Superior Court Associate Justices**

ASEWU Superior Court associate justices shall be responsible for the following requirements.

- A. Attend one (1) ASEWU Council meeting or work session per quarter.
- B. Serve on two (2) committees of the ASEWU and/or the university, ensuring that a member of the Court is present at Pence Union Building Board (PUB Board), the Residency Appeals Committee, University Recreation Center Governance Board (URCGB), Finance Committee and Academic Appeals meetings.
- C. Meet monthly with assigned ASEWU members to assist with and review the ASEWU Constitution and Bylaw requirements.

- D. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the ASEWU Superior Court justice is not a member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.
- E. Other duties as assigned by the ASEWU Superior Court chief justice.

#### **SECTION 4: The ASEWU Superior Court Chief Justice**

The ASEWU Superior Court chief justice shall be responsible for all duties as per Article IV, Section 9 in the ASEWU Constitution and shall be responsible for the following requirements.

- A. Attend all ASEWU Council meetings and work sessions including special and executive sessions, and provide weekly reports pertaining to Court business and concerns with speaking rights limited to point of information, point of order, advisement of constitutional requirements and weekly reports.
- B. Attend Review and Proposal (R & P) Committee meetings and assist with authoring/changing of the 700 series bylaws.
- C. Meet three (3) times per quarter with the dean of students or designee;
- D. Provide the ASEWU Council with training regarding the ASEWU Bylaws, ASEWU Constitution, and applicable Washington state law.
- E. Meet two (2) ~~three (3)~~ times per quarter with the director of student rights and responsibilities office or designee to serve as a liaison between this administrative body and student government.
- F. Ensure that a member of the ASEWU Superior Court attends all Pence Union Building Board (PUB Board), the Residency Appeals Committee, Finance Committee, University Recreation Center Governance Board (URCGB) and Academic Appeals meetings.
- G. Ensure that all members of the ASEWU Superior Court are meeting their job requirements as outlined in this bylaw and follow current court disciplinary procedures if needed.
- H. Facilitate the training of the ASEWU Election Board.
- I. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the ASEWU Superior Court chief justice is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by an ASEWU executives in written form.
- J. Meet monthly with the ASEWU president, executive vice president, finance vice president, and speaker pro tem to assist with and review the ASEWU Constitution and Bylaws.
- K. Provide the ASEWU president, executive vice president, and the finance vice president with a written appraisal of all members of the ASEWU Superior Court's performances to date one week prior to the court justice twice-annual performance evaluations.

## SECTION 5: Office Hours

ASEWU Superior Court Associate Justices shall establish, maintain, and document a minimum average of ~~twelve (12)~~ fifteen (15) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter). These hours shall consist of the following requirements.

- A. Be approved by the ASEWU Superior Court by the second ASEWU Superior Court meeting of the quarter.
- B. Be established and posted in the ASEWU offices by the end of the second week of the current academic quarter (excluding summer quarter). All changes shall be approved by the ASEWU Superior Court.
- C. No less than ~~six (6)~~ nine (9) of the said hours shall be spent weekly with the following requirements.
  1. Between the hours of 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office of any regular university day.
  2. Between the hours of 8:00 a.m. and 6:00 p.m. in the EWU Spokane student services office of any regular university day.
  3. Between the hours of 8:00 a.m. and 8:00 p.m. in the student organizations suite on the Cheney campus of any regular university day.
  4. ~~Four (4)~~ Six (6) of these scheduled office hours must be spent in the ASEWU Cheney office. All out of office hours must be documented
  5. Office hours shall not be required during the scheduled days of performance evaluations.

The ASEWU Superior Court Chief Justice shall establish, maintain, and document a minimum average of twelve (12) hours per week (excluding finals week) of the current academic quarter and summer. These hours shall consist of the following requirements.

- D. Be approved by the ASEWU Superior Court by the second ASEWU Superior Court meeting of the quarter.
- E. Be established and posted in the ASEWU offices by the end of the second week of the current academic quarter (excluding summer quarter). All changes shall be approved by the ASEWU Superior Court.
- F. No less than six (6) of the said hours shall be spent weekly with the following requirements.
  6. Between the hours of 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office of any regular university day.
  7. Between the hours of 8:00 a.m. and 6:00 p.m. in the EWU Spokane student services office of any regular university day.
  8. Between the hours of 8:00 a.m. and 8:00 p.m. in the student organizations suite on the Cheney campus of any regular university day.
  9. Eight (8) of these scheduled office hours must be spent in the ASEWU Cheney office. All out of office hours must be documented
  10. Office hours shall not be required during scheduled days of performance evaluations.

## **SECTION 6: Meetings**

The ASEWU Superior Court shall be responsible for the following requirements.

- A. Meet no less than six (6) times per quarter (excluding summer quarter).
- B. Set and post online or outside of the ASEWU Superior Court office an agenda twenty-four (24) hours in advance for each Court meeting.
- C. Formally record all Court meetings in accordance to the latest edition of *Robert's Rules of Order Newly Revised* and maintain a permanent file of the minutes. Minutes shall be posted online or distributed to the ASEWU Council within one (1) week of approval.
- D. Conduct all ASEWU Superior Court meetings as open meetings to the public.

## **SECTION 7: Reports**

A monthly written report shall be submitted by each member of the ASEWU Superior Court and be presented at the ASEWU Council meeting specified by the executive vice president. Reports shall be submitted to all members of the ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays, and shall include the following requirements.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or ASEWU Superior Court.

## **SECTION 8: Exceptions**

Exceptions to the performance of responsibilities by an ASEWU Superior Court Justice shall be permitted for any of the following reasons.

- A. Illness of said member.
- B. Family emergency.
- C. Campus closure.
- D. Any other reason deemed excusable by a simple majority of the ASEWU Superior Court.

In the event that any of the above reasons interfere with an ASEWU Superior Court justice's responsibilities, that person shall notify the ASEWU chief justice of the situation as soon as possible.

## **SECTION 9: Penalties**

If an ASEWU Superior Court justice incurs two (2) or more unexcused absences in fulfilling their stated responsibilities as outlined in this bylaw and in the ASEWU Constitution for a given quarter, the Court may vote to make the ASEWU Superior Court justice inactive. When an ASEWU Superior Court justice is inactive, they are placed on probation and are not allowed to vote on any issue before the Court. The ASEWU Superior Court justice may become active again by regularly attending meetings and maintaining established hours during the one (1) month probationary period. When an ASEWU Superior Court justice is in inactive status after the one (1) month probationary period, the ASEWU



Council may remove the ASEWU Superior Court justice by a three-fourths ( $\frac{3}{4}$ ) majority vote.

**SECTION 10: Hearing Procedures**

The following procedures will be followed at all hearing procedures:

- A. Hearing procedures will follow the guidelines set forth in the ASEWU Superior Court Standing Rules and Judicial Forms.
- B. The Superior Court shall act within ten (10) school days of the formal filing of the complaint with the chief justice. Such action shall include, but is not limited to, taking the complaint under advisement or rendering an opinion.
- C. The chief justice must notify both parties of the date, time and location of the hearing;
- D. The chief justice must notify the accused in writing of the accusation(s) charged by the complainant at least three (3) days prior to the hearing.
- E. The chief justice must make written copies of all Superior Court decisions available to the ASEWU president, dean of students or designee and all parties involved within seven (7) school days of the hearing.

**SECTION 11: Guidelines for Judgments and Recommendations**

Requests for a judgment or recommendation must be submitted to the chief justice in writing. No anonymous requests will be accepted.

The ASEWU Superior Court will process all properly submitted requests in an “expeditious” manner as define in Article I, section II, of the ASEWU Constitution.

**SECTION 11: Vacancies**

When a vacancy occurs on the ASEWU Superior Court, the chief justice must report the vacancy in writing to the ASEWU Council at their next regularly scheduled meeting.

**SECTION 12: Standing Rules and Judicial Forms**

All internal procedures and processes of the ASEWU Superior Court shall be administered according to ASEWU Superior Court Standing Rules and Judicial Forms.

**SECTION 13: Effective Date**

This bylaw will take effect on June 17, 2019.

**SECTION 14: Rescinded**

Bylaw 2017-18/701 is hereby rescinded.

**SPONSOR:** Raúl Sánchez



Bylaw: 2018-19/703  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act relating to the ASEWU Superior Court Clerk.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Appointment**

The ASEWU Superior Court chief justice may appoint and remove court clerks subject to the advice and consent of the ASEWU Superior Court justices. Interviews for these positions will be conducted by, but not limited to, the ASEWU Superior Court chief justice.

### **SECTION 2: Eligibility**

To be eligible for the position of Superior Court clerk, they shall meet the following requirements.

- A. Be a member of the ASEWU.
- B. Have and maintain a two point five (2.5) cumulative grade point average at the university.
- C. Currently be enrolled for at least six (6) credit hours.
- D. Have completed at least six (6) credit hours the previous quarter (excluding summer quarter).

### **SECTION 3: Duties**

The Superior Court clerk shall be responsible for the following duties.

- A. Maintain a file of the official ASEWU Court minutes.
- B. Attend all scheduled hearings and sessions and schedule the rooms for those meetings.
- C. Complete fall and winter quarter trainings each academic year.
- D. Be familiar with the ASEWU Constitution, Bylaws, ASEWU Code of Ethics, the latest edition of *Robert's Rules of Order Newly Revised* and the current EWU Student Conduct Code.
- E. Serve on two (2) standing committees of the ASEWU or the university to be approved by the chief justice.
- F. Prepare documents upon request of the ASEWU Superior Court.
- G. Upload ASEWU Superior court meeting and hearing agendas to the ASEWU website 24 hours prior to the meetings or hearings taking place.
- H. Prepare minutes as assigned by the chief justice.
- I. Keep a weekly record of office hours for ASEWU members from the designated time sheet system.
- J. Keep a biweekly record of other hours for ASEWU members provided by the biweekly activity reports submitted.
- K. Maintain records at all ASEWU Superior Court meetings, hearings and sessions.
- L. In the event that ASEWU Council clerk cannot attend a work session or a Council meeting, the ASEWU Superior Court clerk shall attend and take minutes of said meetings in accordance with Bylaw 119 should their class should their class schedule permit it.

- M. Sit at the ASEWU front desk during scheduled office hours when requested by the ASEWU program support supervisor.
- N. Attend no less than two (2) non-ASEWU hosted events per quarter that the ASEWU Superior Court clerk is not a member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBT+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.
- O. Any other duties as assigned by the chief justice.

**SECTION 4: Office Hours**

The ASEWU Superior Court clerks shall establish, maintain, and document at least an average of twelve (12) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter). ~~Hours worked shall not exceed the maximum wages allocated for the ASEWU Superior Court clerk position in the annual budget.~~ At least six (6) of the twelve (12) said hours shall be spent in the ASEWU office between the hours of 8:00 a.m. and 5:00 p.m. of any regular university day.

**SPONSOR:** Raúl Sanchez

**COMMITTEE REFERRAL:** Review and Proposal

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ASEWU Executive Vice President      Date

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ASEWU President      Date

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ASEWU Speaker Pro Tem      Date  
(Veto override)

Bill: 2018-19/121A  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act relating to the ASEWU Council clerk.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Appointment**

The ASEWU executive vice president may appoint and remove Council clerks subject to the advice and consent of the ASEWU Council. ~~Interviews for these positions will be conducted by, but not limited to, the ASEWU executive vice president and the ASEWU program support supervisor.~~

### **SECTION 2: Eligibility**

To be eligible for the position of Council clerk, they shall meet the following requirements.

- A. Be a member of the ASEWU.
- B. Have and maintain a two point five (2.5) cumulative grade point average at the university.
- C. Currently be enrolled for at least six (6) credit hours.
- D. Have completed at least six (6) credit hours the previous quarter (excluding summer quarter).

### **SECTION 3: Duties**

The Council clerk shall be responsible for the following items.

- A. Maintain a file of the official ASEWU Council minutes.
- B. Prepare documents upon request of the ASEWU Council.
- C. Manage a sign-in sheet and bring agendas for the gallery in attendance at work sessions, council meetings, and special sessions.
- D. Upload the agendas and approved minutes of ASEWU work sessions, Council meetings, and special sessions to the ASEWU website.
- E. Meet with the ASEWU president once a quarter or as necessary to obtain or provide pertinent information.
- F. Submit a final written report to the ASEWU executives, to summarize all projects assigned to them by the ASEWU executive vice president. This document is to be submitted by the last Council meeting of spring quarter.
- G. Attend all ASEWU cabinet meetings.
- H. Present cabinet members' monthly written reports at all ASEWU Council meetings.
- I. Maintain a master calendar of all ASEWU hosted events by each member and making sure updates are distributed biweekly to the director of SAIL and advisor for student organizations. Publish the monthly written reports of executive, Council, cabinet, and Court members to the ASEWU website, EagleSync, and made available at the following Council meeting.
- J. Perform other Council-related duties as requested by the ASEWU executive vice president.

- K. Under the direction of the executive vice president to prepare the agendas for all Council meetings and work sessions.
- L. Prepare minutes as assigned by the ASEWU executive vice president in accordance with Bylaw 119.
- M. The Council clerk shall be assigned to keep records at all of the following meetings.
  - 1. ASEWU work sessions.
  - 2. ASEWU Council meetings.
  - 3. ASEWU special sessions.
  - 4. ASEWU standing committee meetings when requested.
- N. Sit at the ASEWU front desk during scheduled office hours when requested by the ASEWU program support supervisor.
- O. The Council clerk shall attend no less than two (2) non-ASEWU hosted events per quarter that the clerk is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU executives in written form.

#### **SECTION 4: Office Hours**

The ASEWU Council clerk shall establish and maintain an average of fifteen nineteen-(1915) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter).

- A. At least twelve-nine (912) of the said hours shall be spent between the hours of 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office and/or between 8:00 a.m. and 8:00 p.m. in the student organization suite of any regular university day.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and at least eight-seven (78) of these office hours must be spent in the ASEWU Cheney office weekly. All hours must be documented.

#### **SECTION 5: Reports**

An activity report shall be submitted biweekly by the ASEWU council clerk by 11:59 p.m. every other Friday during the academic year to the ASEWU executive vice president. This report shall include the following items.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. All out of the office activities.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

A monthly written report shall be submitted by the ASEWU council clerk and presented at the ASEWU Council meeting specified by the ASEWU executive vice president. Reports shall be submitted to all members of the ASEWU







Bill: 2018-19/107B  
Disposition: Review and Proposal  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act establishing positions and responsibilities of the ASEWU Council representatives.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Meeting Attendance**

ASEWU Council members shall attend all regularly scheduled meetings of the ASEWU Council and all meetings outlined in their duties. Regularly scheduled meetings of the ASEWU Council shall include ASEWU Council, work session and assigned ASEWU standing committees.

Exceptions shall be permitted as per Section 19 of this act.

### **SECTION 2: Purpose**

In order to be a well-defined representative body, the ASEWU Council representatives shall be made up of nine (9) positions.

- A. Academic Affairs Representative, Position #1.
- B. Athletic Affairs and University Advancement Representative, Position #2.
- C. Diversity Outreach Representative, Position #3.
- D. Graduate Affairs Representative, Position #4.
- E. Legislative Affairs Representative, Position #5.
- F. Student Activities Representative, Position #6.
- G. Student Health and Safety Services Representative, Position #7.
- H. Student Services Representative, Position #8.
- I. Technology and International Advancement Representative, Position #9.

### **SECTION 3: Responsibilities**

Each ASEWU Council representative shall be responsible for the following requirements.

- A. Sign and abide by the most recent ASEWU code of ethics approved by the ASEWU Council.
- B. Research problems and/or concerns pertinent to their department and of concern to the ASEWU Council.
- C. Keep a written record of all resources and activities pertinent to their respective position.
- D. Provide the ASEWU Council input regarding all councils, committees, and information pertinent to the respective position.
- E. Meet with their respective administrative and/or faculty mentors as specified in the following sections.
- F. Complete a transition packet no later than the end of the seventh week of spring quarter that contains information regarding the following items.
  1. All pertinent contact information and affiliation of faculty, staff, and administrators related to the representative's position.

2. All committees they are responsible for attending with highlights of accomplishments for the academic year and names of faculty, staff, and administrators involved with the committees.
  3. All agendas and minutes of committee meetings for which the representative was the chair.
  4. All personal and ASEWU goals along with the progress and outcome of those goals.
  5. All accomplished projects worked on for the academic year with a short description of each one (1) and the outcome of each one (1).
  6. All ongoing projects and explanation of its need to continue or stop.
  7. Provide a short paragraph of advice to the incoming representative for their position.
  8. An addendum regarding all planned events that explain the name, purpose, targeted audience, timeline of planning, strategies for advertisement, important contacts, cosponsorships, costs, attendance, and evaluation of each of the events overall.
- G. Coordinate at least ~~three~~two (2~~3~~) transitional meetings with their respective incoming representative-elect in order to acclimate the newly elected officer with the responsibilities and benefits of their position.
- H. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the representative is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU ~~executives~~executive vice-president in written form.
- I. Meet monthly with their assigned ASEWU Superior Court member to receive assistance and review requirements as outline in the ASEWU Constitution and Bylaws.
- J. Schedule and report to the ASEWU executive vice president in the form of a quarterly departmental evaluation.

#### **SECTION 4: Office Hours**

ASEWU Council representatives shall establish, maintain, and document a minimum average of ~~fifteen~~twelve (15~~12~~) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter). These hours shall consist of the following requirements.

- A. Be approved by the ASEWU Council by the second ASEWU Council meeting of the quarter.
- B. Be established and posted in the ASEWU offices by the end of the second week of the current academic quarter (~~excluding summer quarter~~).—All changes shall be approved by the ASEWU ~~executive vice president~~Council.
- C. Meetings attended as per section one (1) of this act may be included in said hours.
- D. No less than ~~eight~~six (8~~6~~) of the said hours shall be spent weekly in the following locations.

1. Between the hours of 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office of any regular university day.
2. Between the hours of 8:00 a.m. and 6:00 p.m. in the EWU Spokane student services office of any regular university day.
3. Between the hours of 8:00 a.m. and 8:00 p.m. in the student organizations suite on the Cheney campus of any regular university day.
4. ~~Four-Six~~ (6) of these scheduled office hours must be spent in the ASEWU Cheney office (except the graduate affairs Council representative). All out of office hours must be documented.

### **SECTION 5: Reports**

An activity report shall be submitted biweekly by each ASEWU Council representative by 11:59 p.m. every other Friday during the academic year to the ASEWU executive vice president and Council clerk. These reports shall include the following requirements.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU Council and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU Council and/or department.

A monthly written report shall be submitted by each ASEWU Council representative and presented at the ASEWU Council meeting specified by the executive vice president. Reports shall be submitted to all members of ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays, and shall include the following requirements.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU Council and any recommendations.
- D. Progress on position goals.
- E. Future business and meetings.
- F. Other information, comments, etc. pertinent to ASEWU Council and/or department.

### **SECTION 6: Academic Affairs Representative, Position #1**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to academics at the university and to ensure students are receiving the best possible form of academic resources and curriculum. They shall serve as the voice for all students when discussing academics. In addition, the representative will meet and meeting with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least three (3) times per quarter one-on-one with the Academic Senate chair, the provost and vice president for academic affairs, and/or any other official, individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and the responsibilities ~~thereof~~.
- B. Attend or send a designee to Academic Senate, Undergraduate Affairs Council (UAC), Rules Committee and General Education Council.
- C. Chair the ASEWU Academic Committee.
- D. Meet with the ASEWU president following biweekly meetings of the Faculty Senate.
- E. Participate in the Learning Commons.
- F. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to academics. .
- G. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

**SECTION 7: Athletic Affairs and University Advancement Representative, Position #2**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to university athletics, university advancement, alumni relations, club sports and facilities. They shall serve as the voice for all students when discussing areas including, but are not limited to, athletics, facilities, and university advancement ~~. and meeting~~ In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least two (2) times per quarter one-on-one with the EWU director of athletics, the vice president of university advancement, the director of campus recreation and/or any other official, individual, etc., to obtain information of ASEWU Council interest and pertinent to said position and the responsibilities ~~thereof~~.
- B. Communicate at least three (3) times per quarter one-on-one with the director of career center.
- C. Attend the meetings of the President's Advisory Committee on Intercollegiate Athletics and Eagle Athletic Fund.
- D. On a weekly basis, or as necessary, meet and/or communicate and maintain an awareness of issues and projects relating to the Alumni Association, the ASEWU Endowment Scholarship, and Career Center.
- E. Attend or send an ASEWU designee to EWU Foundation Board meetings—preferably an ASEWU executive member.
- F. Attend Student Athletic Advisory Committee (SAAC) meetings.
- G. Attend the Club Sports Federation Committee meetings.
- H. Attend the University Facilities Committee meetings.
- I. Chair the University Recreation Center Governance Board.
- J. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to athletics and/or university advancement.

- K. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

**SECTION 8: Diversity Outreach Representative, Position #3**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to diversity, inclusion, and equal opportunity. They shall serve as the voice for all students when discussing topics that include, but are not limited to, intersecting identities, equity and social justice. In addition, the representative will meet ~~and meeting~~ with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Attend at least one (1) meeting of at least three (3) different diversity focused student organizations or campus departments per quarter and attend at least one (1) diversity related event and/or program.
- B. Meet at least one (1) time per quarter one-on-one with the director of Women and Gender Studies; director of the Africana Studies Program; director of the American Indian Studies Program, director of the Chicax Education Program, director of the Race and Culture Studies Program and the director of Disability Studies.
- C. Meet at least two (2) times per quarter one-on-one with the vice president for diversity and inclusion
- D. Meet at least one (1) time per quarter with the director of the Multicultural Center; director of the Equal Opportunity/Affirmative Action; manager of the Women's and Gender Education Center; director of the Veterans Resource Center, manager of the Pride Center and/or any other official, individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and the responsibilities ~~thereof~~.
- E. Serve on the Diversity and Inclusion Advisory Council.
- F. Chair the ASEWU Diversity Committee.
- G. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to diversity and inclusion.
- H. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

**SECTION 9: Graduate Affairs Representative, Position #4**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to graduate students and the EWU Spokane Campus. They shall serve as the voice for all students when discussing graduate programs, graduate requirements, programming and services at the EWU Spokane Campus ~~and~~. In addition, the representative will meet ~~meeting~~ with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Be enrolled and accepted in a graduate program at EWU during the time they hold office.

- B. Meet at least three (3) times per quarter one-on-one with the director of graduate studies; director of EWU Spokane Student Services; advisor for campus programs EWU Spokane, and/or any other individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and the responsibilities ~~thereof~~.
- C. Meet once a quarter with the director of EWU Student Activities, Involvement and Leadership.
- D. Communicate at least one (1) time per quarter with Career Center and update graduate students on upcoming events and workshops.
- E. Attend or send a designee to the Graduate Affairs Council (GAC).
- F. Hold quarterly forums open to graduate students and at least one (1) forum per academic year must be held at the EWU Cheney campus. One (1) forum per quarter must be utilized to inform graduate students of the work of the Graduate Affairs Council and the legislative focuses of the WSA (Washington Student Association) and/or any pertinent information for graduate students.
- G. Hold at least two (2) weekly hours at the Cheney campus and at least four (4) hours at the EWU Spokane Campus.
- H. Coordinate and/or collaborate on at least two (2) services or events per quarter ~~(excluding summer quarter)~~ at the EWU Spokane Campus.
- I. Act as the EWU Spokane Campus liaison for all students to the ASEWU.
- J. Meet and/or communicate with the Associated Students of Washington State University-Spokane (ASWSU-S) and work to maintain the relationship between ASEWU and ASWSU-S.
- K. Collaborate quarterly with the Washington Student Association (WSA), to advocate on education and legislative issues for graduate students.
- L. ~~Attend~~ or obtain the minutes of committee meetings as assigned by the ASEWU executives.

#### **SECTION 10: Legislative Affairs Representative, Position #5**

The primary responsibility of the representative is to communicate with administration, faculty, staff, the city of Cheney and legislators in Olympia regarding issues and policies pertaining to students. They shall conduct various forms of student outreach pertaining to state-level government involvement, supporting the legislative liaison while they lobby in Olympia, recruiting students to attend lobby day, advocating for the needs of students for legislative changes, and Lastly, the representative will meet ~~meeting~~ with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet and/or communicate at least three (3) times per quarter one-on-one with the ASEWU legislative liaison, the EWU director of Governmental Relations, and/or any other necessary individual to obtain information of ASEWU Council interest and pertinent to said position and the responsibilities ~~thereof~~.
- B. Communicate during fall quarter with the legislators from district six (6) or legislative staff and attempt to bring them to campus.



- C. Meet one (1) time per quarter with the Office of Financial Aid regarding all state and federal financial aid services and present information relative to students at an ASEWU work session or Council meeting.
- D. Attend Washington Student Association (WSA) State Board of Directors and general assembly meetings.
- E. In cooperation with the ASEWU legislative liaison and the Student Legislative Action Committee, coordinate ASEWU's higher education lobby day in Olympia and construct the ASEWU legislative agenda with approval from the Council before the start of legislative session.
- F. Assist in researching and obtaining information needed by the ASEWU legislative liaison when the liaison is on campus and while lobbying in Olympia.
- G. Attend Cheney City Council meetings and communicate monthly with the chair.
- H. Chair all meetings of the Student Legislative Action Committee (SLAC).
- I. Coordinate a voter registration drive fall quarter and spring quarters for both the EWU Spokane and Cheney campuses.
- J. Collaborate with the legislative liaison to each create a transition packet that covers any bills lobbied for, legislative topics supported, connections with legislators ~~connections~~, any relevant information for successful political relations, and ideas on how to foster a more cohesive relationship between the two (2) positions. All this is to be done during spring quarter or after the legislative session.
- K. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

### **SECTION 11: Student Activities Representative, Position #6**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to student involvement, campus activities and community engagement. They shall serve as the voice for all-student concerns and issues relating to matters related to student organizations. In addition, the individual will ~~and~~ meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet no less than twice (2) per quarter with the director of Student Activities, Involvement and Leadership (SAIL), the advisor for student organizations, and the director of EPIC.
- B. Attend Eagle Entertainment and Residence Hall Association (RHA) meetings no less than once a month and report information to ASEWU as necessary.
- C. Communicate monthly with the Office of Community Engagement and assist with the promotion of at least two (2) of their events per quarter.
- D. Communicate monthly with EPIC and the director of Campus Recreation Programs.
- E. Chair a minimum of two (2) ASEWU student organization meetings at the Cheney and/or EWU Spokane Campus per quarter, ~~excluding summer quarter~~, and maintain an accurate record of attendance at said meetings.

- F. Host a club officer informational meeting during fall quarter and spring quarter.
- G. Serve on the university homecoming and family weekend committees.
- H. Coordinate with the advisor for student organizations in planning student organization fairs once per quarter on the EWU Cheney campus and coordinate with the advisor for campus programs EWU Spokane once each academic year on the EWU Spokane Campus.
- I. Meet and/or communicate with the EWU's Theatre, Music, Art, and Radio-Television Programs ~~and fine arts program~~ a minimum of two (2) times per quarter and assist with the promotion of at least three (3) of their events per year.
- J. Assist the finance vice-president with the coordination and tallying of student organization funding point system.
- K. Host and/or collaborate one (1) event each academic year that provides information and/or service to students relating to student activities. .
- L. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

**SECTION 12: Student Health and Safety Services Representative, Position #7**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the health and well-being of students. They shall serve as the voice for students in matters related to safety procedures and health services provided by the university. In addition, the representative will meet ~~and meeting~~ with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least three (3) times per quarter one-on-one with the director of Health, Wellness and Prevention Services (HWPS), the chief of EWU police, and/or other official, individual, etc. to obtain information of ASEWU Council interest and pertinent to said departmental area and the responsibilities ~~thereof~~.
- B. Chair the Student Needs Advisory Committee (SNAC).
- C. Serve on a health committee and /or a safety committee and report their progress and activities to the ASEWU Council.
- D. Meet and/or communicate at least two (2) times per quarter with the director/manager for each of the following—Disability Support Services (DSS); Counseling and Psychological Services (CAPS); Student Rights and Responsibilities (SRR) and Student Care Team located in Student Life.
- E. Host and/or collaborate one (1) event each academic year that provides information and/or service to students relating to health and/or student safety.
- F. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

**SECTION 13: Student Services Representative, Position #8**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the various services provided by the university to students. They shall serve as the



voice for students in matters related to financial aid; dining services; parking and transportation services; housing and residential life; childcare; environmental ~~concerns~~ issues and sustainability. ~~In addition, the representative will meet and meeting~~ with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least three (3) times per quarter one-on-one with the vice president for student affairs or designee and/or other official, individual, to obtain information of ASEWU Council interest and pertinent to said departmental area and the responsibilities ~~thereof~~.
- B. Weekly, or as necessary, attend or send a designee to the Parking Appeals Board meetings and provide monthly reports to the ASEWU Council as to the status of this board and to ensure students' interests and concerns are satisfactorily being met.
- C. Meet and/or communicate weekly or as necessary with the director of Dining Services; director of Auxiliary Services and the director of the EWU Children's Center.
- D. Attend the University Commencement Planning Committee meetings.
- E. Chair the Food Service Committee meetings.
- F. Chair the Student Transportation Fee Committee (STrFC) meetings.
- G. Attend the Childcare Advisory Board to the vice president of student affairs meetings.
- H. Research and collectively collaborate any student issue, and/or concern regarding financial aid, housing, residential life, dining services, environmental concerns/issues, childcare, transportation, and parking at both the Cheney and EWU Spokane campuses.
- I. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to transportation, food services, financial aid, housing or environmental issues.
- J. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

**SECTION 14: Technology and International Advancement Representative, Position #9**

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the technology provided to students. They shall serve as the voice for students in matters related to technology fee, library circulation, academic systems, technology at the EWU Cheney and Spokane campuses and meeting with students to address their needs and concerns. This representative is also responsible for international advancement at the university working with all students at the university who study abroad. They shall serve as a student liaison to the Office of Global Outreach and Engagement.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least one (1) time per quarter one-on-one with the technical support services supervisor that oversees student technology.
- B. Meet one-on-one with the chief information officer at least two (2) times per quarter.

- C. Meet and/or communicate at least three (3) times per quarter one-on-one with the student technology fee consultants and/or other officials, individuals, etc. to obtain information of ASEWU Council interest and pertinent to said departmental area and the responsibilities ~~thereof~~.
- D. Communicate at least one (1) time per quarter with the discovery services and systems librarian.
- E. Meet and/or communicate at least two (2) times per quarter with the director of EWU Spokane Student Services and an IT professional.
- F. Chair the Student Technology Fee Committee (STFC).
- G. Attend or send designee to the Academic Committee for Innovation and Technology (ACIT).
- H. Meet at least one (1) time per quarter one-on-one with the director of Global Outreach and Engagement.
- I. Each quarter, attend at least one (1) meeting with at least two (2) international focused student organizations.
- J. Each quarter, attend two (2) international related events or programs.
- K. Host and/or collaborate one (1) event per academic year that provides information and/or service to students related to technology or international students.
- L. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

#### **SECTION 15: ASEWU Speaker Pro Tem**

The ASEWU speaker pro tem shall be elected on a quarterly basis by the existing members of the ASEWU Council on or by the second scheduled ASEWU Council meeting of each academic quarter (except summer quarter). Candidates will be nominated and then voted upon by the voting membership of the ASEWU Council. The nominated representative shall have served on Council for at least one (1) quarter. If no ASEWU Council representative accepts the nomination or no member has served on the ASEWU Council for at least one (1) quarter (~~excluding summer quarter~~), the senior most ranked ASEWU Council representative shall serve as speaker pro tem. The nominated or senior ranking member must be elected by a two-thirds ( $\frac{2}{3}$ ) majority vote of ASEWU Council.

The ASEWU speaker pro tem shall be responsible for the following requirements.

- A. Act as liaison between the legislative, executive and judicial branches of the ASEWU Council whenever necessary.
- B. Serve as chair of the Review and Proposal Committee.
- C. Update the official copies of ASEWU bylaws.
- D. Provide a monthly written disposition of all legislation reviewed by the Review and Proposal Committee.
- E. Make the required changes to the master computer files of the ASEWU bylaws and provide updated files to the ASEWU program support supervisor as a backup record.
- F. Assist the ASEWU executive vice president in the familiarization/orientation process of all ASEWU Council representatives.
- G. Serve as the chair for ASEWU Council meetings and work sessions in the absence of the ASEWU executive vice president.

H. Communicate monthly with the ASEWU Superior Court chief justice to ensure that the ASEWU executives are complying with requirements outlined in their respective ASEWU Constitution and Bylaws.

The ASEWU speaker pro tem shall be responsible for duty performance as per Article II, Section VI, Item K of the ASEWU Constitution and this bylaw. Any discrepancies shall be handled as per Section 16 of this bylaw.

#### **SECTION 16: Duty Performance**

All ASEWU Council representatives shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

#### **SECTION 17: Vacancy**

In the event of a vacancy of an ASEWU Council representative position, the representative's responsibilities shall be transferred to the executive vice president.

In case of a vacancy of an ASEWU representative position, the ASEWU president shall conduct interviews for the position in accordance with Bylaw 123 and shall appoint a member of ASEWU to the ASEWU Council to fill the vacant position with a three-fourths ( $\frac{3}{4}$ ) vote approval by the ASEWU Council in accordance with Article II, Section IX of the ASEWU Constitution. The appointed ASEWU member must meet all requirements of an ASEWU Council representative as stated in Article V, Section II of the ASEWU Constitution.

#### **SECTION 18: Leave of Absence**

A leave of absence may be granted to an ASEWU Council representative with a two-thirds ( $\frac{2}{3}$ ) approval vote of the ASEWU Council. A leave of absence may be granted for a specified maximum period of time after which the absent ASEWU Council representative shall return to full duty. The remaining ASEWU Council representatives shall determine which ASEWU Council representative shall assume the responsibilities of the absent ASEWU Council representative. If the member chooses to return early, then said representative must provide written notification of intent to return to full ASEWU Council responsibilities. The absent ASEWU Council representative must maintain eligibility requirements as stated in Article V, Section II of the ASEWU Constitution.

While on leave of absence, ASEWU Council representatives shall not receive financial compensation.

#### **SECTION 19: Exceptions**

Exceptions to the performance of duties by an ASEWU representative shall be permitted for one (1) of the following reasons.

- A. Illness of said representative.
- B. Family emergency.
- C. Campus closure.

D. Any other reason deemed excusable by consensus of the ASEWU Council presented at the next ASEWU Council meeting following the absence.

If any of the above reasons interfere with an ASEWU Council representative's performance of duties, they shall notify, directly or indirectly, the ASEWU executive vice president of the situation as soon as possible.

**SECTION 20: Incurred Debts**

In no way shall any ASEWU Council representative incur debts in their departmental area without approval and expressed written authorization from the ASEWU Council.

**SECTION 21: Effective Date**

This bylaw will take effect on June 17, 2019.

**SECTION 21: Rescinded**

Bylaw 2018-19/107A is hereby rescinded.

**SPONSOR(S):** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

\_\_\_\_\_  
ASEWU Executive Vice President      Date

\_\_\_\_\_  
ASEWU President      Date

\_\_\_\_\_  
ASEWU Speaker Pro Tem      Date  
(Veto override)

Bill: 2018-19/201  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act relating to ASEWU election policy.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Voting Procedures**

No student shall be allowed to vote if the student's name is not in the student alpha listing unless written authorization from both the Registrar's office and the Vice-President for Student Affairs is presented to and documented by the election clerk.

- A. Voting can occur by electronic or traditional methods.
1. Electronic voting shall be defined as the use of electronics and ASEWU council approved software to submit and tabulate electronic ballots
  2. Traditional Voting shall be defined as the use of paper ballots
- B. Electronic voting in all ASEWU elections shall occur as follows:
1. The electronic voting system shall provide the voter with a ballot and instructions on how to submit their vote.
  2. It is the responsibility of the election clerk at each polling station, to regularly check and remove any campaign paraphernalia left at or around the polling booth.
- C. Traditional voting in all ASEWU elections shall occur as follows:
1. In the event that voting cannot occur through electronic means, then elections will be completed through traditional means or as designated by the ASEWU Council.
  2. The voter shall present ~~picture identification~~ their EWU eagle card to an election clerk and sign their full name and ~~current address~~ student identification number. The election clerk shall not return the student's picture identification until after he/she has returned their ballot. ~~The student will have to furnish their student identification number if they do not use their EWU eagle card.~~
  2. The election clerk shall give the voter a ballot and direct the voter to a voting booth.
  3. Upon receiving the complete ballot, the election clerk shall drop the ballot into the ballot box while in the presence of the voter.
  4. It is the responsibility of the election clerk to regularly check and remove any campaign paraphernalia left at or around the polling booth.
- D. If a student is unable to vote on the designated election day(s), the student may obtain an absentee ballot prior to the day of election from the ASEWU President's office or at any location designated by the ASEWU Council.

### **SECTION 2: Ballot Structure**

The ASEWU election ballot shall be arranged so that there are separate sections for each elected position. The names will appear on the ballots in a randomized order.

In electronic voting, the random order shall be determined by the software program. The software will continue to randomize the candidates' names throughout the voting process. In Traditional Voting, the random order shall be

determined by drawing the candidates' names from a container by the director of elections, witnessed by two (2) staff members of Student Life, such as the dean of students, director of Student Activities, Involvement and Leadership or designees.

### **SECTION 3: Polling Locations and Times**

~~Polling locations shall adhere to the ASEWU constitutional requirements outlined in Article V, Section IV.~~ The director of elections will submit to the Council a list of the designated polling locations and times at the ASEWU Council meeting prior to the election dates. ~~at least ten (10) business days prior to the election date.~~

No candidate or campaign shall advertise the use of a specific personal or University computer for voting purposes, except for ASEWU Council approved polling locations, without written permission from the director of elections and ASEWU president.

On the designated voting days, students shall have access to vote through electronic means. Voting electronically means eligible students can vote via the Internet from any remote location.

A. Polling stations shall be placed on the EWU Cheney campus and EWU Spokane campus for at least one (1) day during each election unless otherwise voted upon by two-thirds of the ASEWU Council.

B. All polling locations shall be made public to the students of EWU two (2) weeks prior to any ASEWU sponsored election.

C. At the polling locations, there shall be at least one (1) election clerk to monitor the station. This clerk shall not be affiliated with, or related to, any current candidate running for office. Election clerks shall be employed through the ASEWU president's office.

### **SECTION 4: Advertising for the Elections**

The ASEWU shall budget for and may purchase a voter's pamphlet when necessary for any and all ASEWU elections. It shall include the following information.

- A. A sample ballot with candidates organized by position and in the order that the completed election packets were received in the ASEWU office.
- B. Times and location of all polling places.
- C. Where the student can vote absentee.
- D. Referendums and initiatives can also be advertised by the ASEWU provided that there is equal space provided to both supporting and opposing viewpoints.

### **SECTION 5: Vote Tabulation Procedures**

- A. In electronic voting, tabulations of all ASEWU elections shall occur as follows.
  - 1. Throughout the election, the electronic voting system shall count all votes cast. Knowledge of the election results shall be limited to the director of elections and the elections software manger until the polls close. Sanctions for violations of this clause shall be handled under current bylaw 114 and 211.

2. Within twenty-four (24) hours after the last polling station closes, the electronic voting system shall post the unofficial election results. The results will become official only after the ASEWU Council approves them.
- B. In traditional voting, tabulation of all ASEWU elections shall occur as follows.
1. After a polling location closes, the ballot boxes shall be brought to a central location and shall be opened by the ASEWU Director of Elections in the presence of the election clerks and such candidates for office who wish to be present.
  2. The election clerks shall empty the ballot boxes; examine the ballots for improper markings or bends and correct such defects; check for write-ins; count the ballots; and verify the count against the number on the voter sign-in lists.
  3. One (1) election clerk and the director of elections shall take the ballots to a "predetermined, Council approved" tabulation site within twenty-four (24) hours following the closing of the polls.

### **SECTION 6: Ballot Storage**

- A. In electronic voting, the ASEWU director of elections shall store the following items in the ASEWU shared drive and a designated storage location, for a period of six (6) months after the election.
1. ~~A hardcopy print-off of the ballots cast.~~
  2. An electronic copy of the ballots cast.
  3. A student alpha listing, maintained by professional staff member of Office of Information Technology and ASEWU program support supervisor.
- B. In traditional voting, the ASEWU director of elections shall store in a location specified by the ASEWU Council, for a period of six (6) months after the election:
1. The actual paper ballots.
  3. The voter sign-in list.

### **SECTION 7: Recounts**

Any candidate for election may request a recount at no cost to the candidate if the difference between the winner and loser is five percent (5%) or less. Otherwise, if the difference is over five percent (5%), the candidate must pay all costs for a recount.

### **SECTION 8: Absentee Ballots**

A student may obtain an absentee ballot prior to the days of election from the ASEWU president's office or any location designated by the ASEWU Council and returned to said locations prior to the ASEWU election day.

### **SECTION 9: Voting Infractions**

If a student is found to have voted more than once in a given election, then the complaint will be filed with Office of Students Rights and Responsibilities, for review of the alleged violation of the current Student Conduct Code.

### **SECTION 10: Rescinded**

Bylaw 2017-18/201 is hereby rescinded.

**SPONSOR:** Brian Moore & Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal.

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ASEWU Executive Vice President      Date

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ASEWU President      Date

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ASEWU Speaker Pro Tem      Date  
(Veto override)



Bill: 2018-19/109  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act establishing the criteria of hours worked for all members of the ASEWU.  
Be it enacted by the ASEWU Council that:

**SECTION 1: Purpose**

Elected and appointed members of the ASEWU shall be responsible to complete hours worked as required in the ASEWU Constitution and Bylaws to ensure that their time is adequately used to better serve the students of the university.

**SECTION 2: Office Hours**

All office hours conducted in the ASEWU Cheney office, the ASEWU Spokane office and student organizations suite shall meet the following criteria.

- A. Tasks being completed during office hours shall be in direct relation to the ASEWU member's position or in direct relation to serving the students of the university.
- B. Attendance of forums and/or programs on the university campuses occurring during normal scheduled office hours so long as the ASEWU member is available to students upon request.
- C. Meetings with students, faculty, staff, and administration in the offices and suite.
- D. Meetings with students, faculty, staff, and administration outside of the offices and suite so long as they are not away from the offices or suite longer than one (1) hour.
- E. Activities not related to the functions of ASEWU shall not be conducted while logged in for office hours, this shall include, but is not limited to, academics, student organizations, and other employment.
- F. Personal phone calls lasting more than five (5) minutes shall not be conducted while logged in during office hours.
- G. Consumption of food and beverages are permitted so long as the ASEWU member continues to work on their tasks related to ASEWU.
- H. Use of workstation computers shall comply with the university policy, EWU 901-02: appropriate use of university resources.
- I. Guests not visiting for ASEWU related business shall not interfere with the tasks of ASEWU members.

**SECTION 3: Other Hours**

Other hours completed outside of the office shall meet the following criteria.

- A. Attendance of events, forums, and/or programs on the university campuses so long as there is interaction with the general student body or representing ASEWU.
- B. Attendance of university sponsored events outside of the EWU campuses where university students are in attendance or representing ASEWU.
- C. Meetings with students, faculty, staff, and administration anywhere on the university campuses representing ASEWU.

- D. ASEWU work sessions, Council meetings, special sessions, committee meetings, and hearings.
- E. University committees, university councils and board meetings representing ASEWU.
- F. Any other meetings pertinent to the ASEWU member's position.
- G. Tasks related to ASEWU business to be completed outside of the university may count towards other hours so long as each instance is approved by the ASEWU executive vice-president for Council representatives and council clerk, approved by the ASEWU president for cabinet members, and approved by the ASEWU Superior Court chief justice for court members.

**SECTION 4: Use of Office Space outside of Office Hours**

Members of ASEWU may utilize their assigned desks and other workspace in the office to complete non-ASEWU related tasks so long as they don't distract others from completing their ASEWU related duties and are not logged in for their office hours.

**SECTION 5: Summer Term**

The ASEWU executives shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the summer excluding Fall training. The ASEWU Superior Court chief justice shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the summer excluding Fall training provided they intend to work during the summer. The summer term shall consist of the Monday after Spring quarter ends and up to the Friday before fall quarter begins.

**SECTION 6: Effective Date of Bylaw**

This bylaw will take effect on June 17, 2019.

**SPONSOR:** Angélica García-Macías, Alicia Decker, Brian Moore, Raúl Sánchez, Elizabeth Shimamoto, and Brett Wyborne

**COMMITTEE REFERRAL:** Review and Proposal

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ASEWU Executive Vice President      Date

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ASEWU President      Date

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ASEWU Speaker Pro Tem      Date

Bill: 2018-19/103A  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act relating to the duties of the ASEWU president.  
Be it enacted by the ASEWU Council that:

**SECTION 1: Constitution**

The ASEWU president shall be responsible for all duties as per Article III, Section IV in the ASEWU Constitution.

**SECTION 2: Meeting Attendance & Responsibilities**

- A. The ASEWU president shall (but is not limited to) attend all regularly scheduled meetings of the following.
  - 1. The ASEWU Council (including weekly Council meetings, work sessions, and executive meetings).
  - 2. The Board of Trustees of Eastern Washington University.
  - 3. The University President's Cabinet.
  - 4. Washington Student Association (WSA) General Assembly meetings.
  - 5. University Recreation Center Governance Board.
  - 6. The EWU Foundation Board or send an ASEWU designee—preferably an ASEWU executive member.
- B. Meet and/or communicate monthly with the dean of students or designee.
- C. Meet ~~and/or communicate weekly~~monthly with the director of Student Activities, Involvement, and Leadership (SAIL) or designee.
- D. Meet ~~and/or communicate~~ with the student member of the EWU Board of Trustees prior to every scheduled EWU Board of Trustee meeting.
- E. Communicate biweekly with the ASEWU academic affairs representative following meetings of the Faculty Senate.
- F. Chair the ASEWU school spirit and traditions committee meetings.
- G. Ensure that ASEWU cabinet meetings are scheduled every two weeks during the academic year and attend all ASEWU Cabinet meetings.
- H. Attend all university homecoming committee meetings.
- I. Attend all FirstStep student services fairs and presentations for ASEWU during the summer.
- J. Ensure that reports required by the secretary of state for the state of Washington are filed on an annual basis for the purpose of maintaining the incorporation of ASEWU as outlined in Bylaw 111.
- K. Meet monthly with the ASEWU Superior Court chief justice to receive assistance, review requirements as outline in the ASEWU Constitution and Bylaws and ensure that the ASEWU Cabinet members are complying with requirements outlined in the ASEWU Constitution and Bylaws.
- L. Collaborate with the chief justice to collect necessary documentation to conduct the twice-annual performance evaluations of each court justice as outlined in Bylaw 108 and schedule the evaluations with the necessary members.
- M. Monitor the contributions and ensure the promotion of the ASEWU Endowment Scholarship as outlined in Bylaw 801.

### **SECTION 3: Office Hours**

The ASEWU president shall establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and during the summer.

- A. At least ten (10) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office; between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office and/or between the hours of 8:00 a.m. and 8:00 p.m. at the student organization suite on the Cheney campus.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and six (6) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer quarter).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU president is expected to maintain and document these hours during the summer.
- F. They shall attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.

Exceptions shall be permitted as per Section 7 of this act and during such times that university business requires presence elsewhere.

### **SECTION 4: Reports**

A biweekly activity report shall be submitted by the ASEWU president by 11:59 p.m. every other Friday during the academic year to the ASEWU executive vice president and the Council clerk. This report shall include the following.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be presented by the ASEWU president at each regularly scheduled meeting of the ASEWU Council. Said report shall include the following.

- A. Briefly describe progress on projects.
- B. Reveal any issues of ASEWU Council concern and any recommendations;

- C. Provide any other information, comments, etc. pertinent to ASEWU and/or special projects.
- D. Reveal progress of the legislative liaison and the legislative issues/concerns pertinent to the ASEWU legislative agenda and the Washington Student Association (WSA) state board agenda.

The ASEWU president shall submit a monthly written summation of their activities for the past month for inclusion in the meeting's agenda packet on the last regularly scheduled ASEWU Council meeting of each month. A copy of the written report shall be submitted to all members of ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays.

#### **SECTION 5: Permanent Files**

The ASEWU president shall maintain a permanent running file pertinent to their position. Said file shall fulfill the following requirements.

- A. Be the property of the ASEWU.
- B. Be organized and contain an accurate record of all resources and activities pertinent to said position.
- C. Be used in the transition between administrations.

#### **SECTION 6: Duties Involving Cabinet**

It is the responsibility of the ASEWU president to provide the Superior Court chief justice with a written appraisal of all members of the ASEWU Cabinet's performances to date three (3) business days prior to the twice-annual performance evaluations.

#### **SECTION 7: Exceptions**

Absences by the ASEWU president shall be presented at the next ASEWU Council meeting following the absence.

Excused exceptions to the performance of duties by the ASEWU president shall be permitted only during the following:

- A. Illness of said president.
- B. Campus closure.
- C. Family emergency.
- D. Any other reason deemed excusable by consensus of the ASEWU Council.

In the event that any of the above reasons interfere with the ASEWU president's performance of duties, they shall notify the ASEWU executive vice president of the situation as soon as possible directly or indirectly through the ASEWU office.

#### **SECTION 8: Duty Performance**

The ASEWU president shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

**SECTION 9: Rescinded**

Bylaw 2018-19/103 is hereby rescinded.

**SPONSOR:** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

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ASEWU Executive Vice President      Date

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ASEWU President      Date

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ASEWU Speaker Pro Tem      Date  
(Veto override)

Bill: 2018-19/104A  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act relating to the duties of the ASEWU executive vice president.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Constitution**

The ASEWU executive vice president shall be responsible for all duties as per Article III, Section V of the ASEWU Constitution.

### **SECTION 2: Meeting Attendance & Responsibilities**

The ASEWU executive vice president shall be responsible for the following.

- A. Attend all meetings of the ASEWU Council including weekly Council meetings, work sessions, and executive meetings.
- B. One-on-one mid-quarter meetings with each ASEWU Council representative and the ASEWU Council clerk.
- C. Attend all meetings of the Pence Union Building Board (PUB Board) and shall serve as the chair of this board.
- D. Meet monthly with the director of the PUB.
- E. Quarterly meetings During the first month of Fall Quarter meet with PUB tenants and communicate with them when necessary.
- F. Meet and/or communicate monthly with the dean of students or designee.
- G. Meet monthly with the ASEWU advisor.
- H. Attend all university homecoming committee meetings.
- I. Attend all FirstStep student services fairs and presentations for ASEWU during the summer.
- J. Ensure the minutes for work sessions and Council meetings are prepared and presented for approval at the following Council meeting.
- K. Meet monthly with the ASEWU Superior Court chief justice to receive assistance, review requirements as outline in the ASEWU Constitution and Bylaws and ensure that the ASEWU Council representatives and Council clerk are complying with requirements outlined in the ASEWU Constitution and Bylaws.
- L. Fulfil the responsibilities of vacant ASEWU Council representative positions as outline in Bylaw 107.
- M. Be familiar with the latest edition of Robert's Rules of Order Newly Revised.

Exceptions shall be permitted as per Section 7 of this act.

### **SECTION 3: Office Hours**

The ASEWU executive vice president shall establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and during the summer.

- A. At least twelve (12) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office, between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office, and/or between the hours of 8:00 a.m. and 8:00 p.m. at the student organization suite on the Cheney campus.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and at least eight (8) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer quarter).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU executive vice president is expected to maintain and document these hours during the summer.
- F. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the executive vice president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court Chief Justice in written form.

Exceptions shall be permitted as per Section 7 of this act and during such times that university business requires presence elsewhere.

#### **SECTION 4: Reports**

A biweekly activity report shall be submitted by the ASEWU executive vice president by 11:59 p.m. every other Friday during the academic year to the ASEWU Superior Court chief justice and the Council clerk. This report shall include the following.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be given by the ASEWU executive vice president at each regularly scheduled meeting of the ASEWU Council. The report shall contain the following.

- A. Briefly describe progress of their special projects.
- B. Reveal any issues of the ASEWU Council and any recommendations, if any.
- C. Provide any other information, comments, etc. pertinent to the ASEWU Council and/or special projects.

The ASEWU executive vice president shall submit a monthly written summation of their activities for the past month for inclusion in the meeting's agenda



packet on the last regularly scheduled ASEWU Council meeting of each month. A copy of the written report shall be submitted to all members of ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays.

#### **SECTION 5: Permanent Files**

The ASEWU executive vice president shall maintain a permanent running file pertinent to their position. Said file shall fulfill the following requirements.

- A. Be the property of the ASEWU.
- B. Be an organized and contain an accurate record of all resources and activities pertinent to said position.
- C. Be used in the transition between administrations.

#### **SECTION 6: Duties Involving Council**

It is the responsibility of the ASEWU executive vice president to organize and facilitate quarterly evaluations of all ASEWU Council representatives. The executive vice president shall also provide the Superior Court chief justice with a written appraisal of all of the ASEWU representatives' performances to date, three (3) business days prior to the twice (2) annual performance evaluations.

Exceptions shall be permitted as per Section 7 of this act.

#### **SECTION 7: Exceptions**

Absences of the ASEWU executive vice president shall be presented at the next regularly scheduled ASEWU Council meeting.

Excused exceptions to the performance of duties by the ASEWU executive vice president shall be permitted only during the following reasons.

- A. Illness of said executive vice president.
- B. Family emergency.
- C. Campus Closure.
- D. Any other reason deemed excusable by consensus of the ASEWU Council.

In the event that any of the above reasons interfere with the ASEWU executive vice president's performance of duties, they shall notify the ASEWU president of the situation as soon as possible, either directly or indirectly through the ASEWU offices.

#### **SECTION 8: Duty Performance**

The ASEWU executive vice president shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

#### **SECTION 9: Rescinded**

Bylaw 2018-19/104 is hereby rescinded.

**SPONSOR:** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

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ASEWU Executive Vice President      Date

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ASEWU President      Date

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ASEWU Speaker Pro Tem      Date  
(Veto override)

Bill: 2018-19/105A  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act relating to the duties of the ASEWU finance vice president.  
Be it enacted by the ASEWU Council that:

**SECTION 1: Constitution**

The ASEWU finance vice president shall be responsible for all duties as per the ASEWU Constitution, Article III, Section VI.

**SECTION 2: Meeting Attendance & Responsibilities**

The ASEWU finance vice president shall be required to fulfill the following requirements.

- A. Attend all of the ASEWU Council meetings, work sessions and executive meetings.
- B. Attend all of the ASEWU Finance Committee and shall serve as the chair of this committee.
- C. Attend all of the Service and Activity Fee Committee. The finance vice president shall organize the first meeting of this committee during fall quarter and seek appointment as chair (RCW 28B.15.044).
- D. Attend all of the Student Transportation Fee Committee.
- E. Attend all of the Student Technology Fee Committee.
- F. Sit as the student representative at all of the University Budget Committee.
- G. Meet monthly with the director for budget and administrative services or designee.
- H. Communicate monthly and as necessary with the student accounting office as to the updates of supplemental budget requests approved by the ASEWU Council.
- I. Meet monthly with the ASEWU advisor and communicate on a weekly basis about the expenses of ASEWU.
- J. Collaborate with the ASEWU student activities representative to provide an update to the funding point of each student organization prior to the first ASEWU student organization meeting of each quarter (excluding summer quarter).
- K. Seek approval of the ASEWU Council prior to submission of the due date for the Services and Activities fee committee budget proposal for the following fiscal year.
- L. Present to the ASEWU Council all co-sponsorship related ASEWU Council budget requests.
- M. Present all supplemental budget requests that have been submitted at least twenty-four (24) hours prior to following ASEWU finance committee meeting.
- N. Present to the ASEWU council all supplemental budget requests approved by the ASEWU finance committee.

- O. Meet monthly with the ASEWU Superior Court chief justice to receive assistance and review requirements as outline in the ASEWU Constitution and Bylaws.
- P. During the summer and fall quarter, attend all university homecoming committee meetings.
- Q. Attend all FirstStep student services fairs and presentations for ASEWU during the summer.

Exceptions shall be permitted as per Section 6 of this act.

### **SECTION 3: Office Hours**

The ASEWU finance vice president shall establish and maintain a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter and during the summer.

- A. At least twelve (12) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office, between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office, and/or between the hours of 8:00 a.m. and 8:00 p.m. at the student organization suite on the Cheney campus.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and eight (8) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer quarter).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU finance vice president is expected to maintain and document these hours during the summer.
- F. Attend no less than two (2) non-ASEWU hosted events per quarter that the finance vice president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court Chief Justice in written form.

Exceptions shall be permitted as per Section 6 of this act and during such times that university business requires presence elsewhere.

### **SECTION 4: Reports**

A biweekly activity report shall be submitted by the ASEWU finance vice president by 11:59 p.m. every other Friday during the academic year to the ASEWU executive vice president and Council Clerk. This report shall include the following requirements.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.

- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be given by the ASEWU finance vice president at each regularly scheduled meeting of the ASEWU Council. The report shall contain the following requirements.

- A. Briefly describe progress on their special projects.
- B. Reveal any issues of the ASEWU Council and any recommendations, if any.
- C. Give a budget summary: how much money has been spent and what is left over from the council's budget.
- D. Provide any other information, comments, etc. pertinent to the ASEWU Council and/or special projects.

The ASEWU finance vice president shall submit a monthly written summation of their activities for the past month for inclusion in the meetings' agenda packet on the last regularly scheduled ASEWU Council meeting of each month. A copy of the written report shall be submitted to all members of ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays.

The ASEWU finance vice president shall attend one (1) ASEWU student organizations meeting per quarter and give an informational report on how all clubs and organizations are able to receive funding.

#### **SECTION 5: Permanent Files**

The ASEWU finance vice president shall maintain a permanent running file pertinent to their position. Said file shall fulfill the following requirements.

- A. Be the property of the ASEWU.
- B. Be organized and contain an accurate record of all resources and activities pertinent to said position.
- C. Be used in the transition between administrations.

#### **SECTION 6. Exceptions**

Absences of the ASEWU finance vice president shall be presented at the next ASEWU Council meeting.

Excused exceptions to the performance of duties by the ASEWU finance vice president shall be permitted only during the following:

- A. Illness of said finance vice president.
- B. Campus Closure.
- C. Family emergency.
- D. Any other reason deemed excusable by consensus of the ASEWU Council.

In the event that any of the above reasons interfere with the ASEWU finance vice president's performance of duties, they shall notify the ASEWU president of

the situation as soon as possible, either directly or indirectly through the ASEWU offices.

**SECTION 7: Duty Performance**

The ASEWU finance vice president shall be responsible for ensuring student organizations are meeting the requirements as stated in the most current versions of the 400 series bylaws. This will include notifying organizations in writing of noncompliance with these bylaws and taking the appropriate action as outlined in Bylaw 706.

The ASEWU finance vice president shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

**SECTION 8: Rescinded**

Bylaw 2018-19/105 is hereby rescinded.

**SPONSOR:** Alicia Decker and Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

\_\_\_\_\_  
ASEWU Executive Vice President      Date

\_\_\_\_\_  
ASEWU President      Date

\_\_\_\_\_  
ASEWU Speaker Pro Tem      Date  
(Veto override)

Bill: 2018-19/114A  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act establishing cabinet positions.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Purpose**

By the authority granted to the ASEWU president under Article III, Section IV of the ASEWU Constitution, the following cabinet positions are hereby created; director of elections, executive assistant, legislative liaison, media and graphic designer, public relations specialist, and EWU Spokane campus liaison.

### **SECTION 2: Responsibilities of Director of Elections**

The ASEWU Director of Elections is chiefly responsible for organizing and managing the ASEWU election process, both primary and general elections, and any special election called by the ASEWU Council.

The cabinet member shall be responsible for the following items.

- A. Be thoroughly versed and knowledgeable of the ASEWU constitution and bylaws specifically dealing with the elections.
- B. Attend at least one (1) ASEWU Council meeting per quarter.
- C. Attend all regular ASEWU trainings, workshops and retreats.
- D. Coordinate and work with other ASEWU cabinet members in advertising for candidates and getting the student-at-large population to vote.
- E. Inform and educate the student population of any constitutional amendments, initiatives, or referendums on the ballot.
- F. Prepare the ASEWU elections portal on EagleSync for prospective candidates. Information online should include access to the ASEWU constitution and bylaws that directly relate to the ASEWU elections, policies and guidelines that affect the way a candidate campaigns, compile general candidate information, declaration of candidacy, eligibility, and electronic waiver forms.
- G. Collaborate with the ASEWU media and graphic designer to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each of the events.
- H. Meet with the appropriate IT personnel to ensure eligible students are included with the election tabulation process.
- I. Meet and coordinate with the Chief Housing Officer or designee to schedule when and how candidates can campaign in the residence halls by the end of the tenth week of fall quarter.
- J. Recruit and have students approved to serve on the ASEWU Election Board by the end of the fourth week of winter quarter.
- K. Work with the ASEWU Superior Court in the training of the Election Board members no later than the Friday before primary elections.
- L. Determine and verify the eligibility of candidates for office.

- M. Coordinate, plan, and execute the candidates' information session, the general election student forum, and any additional candidate receptions, or "meet and greet" events or programs.
- N. Coordinate the publication of the ***ASEWU Voters' Pamphlet***.
- O. Plan, present, and seek the approval of the ASEWU Council of prospective polling stations.
- P. Notify and hire the required number of election clerks when necessary.
- Q. Reserve space, tables, and chairs for the individual polling stations by completing the necessary paperwork through EagleSync at least three (3) weeks prior to any event.
- R. Reserve tech fee laptops for both the primary and general election two (2) weeks prior to check out.
- S. Post unofficial election results in the ASEWU office suite and on the ASEWU website.
- T. Mediate any grievances filed by candidates or other parties, or if necessary, contact ASEWU Election Board members and/or ASEWU Superior Court. When necessary post hearing dates, location and times and resulting hearing judgment.
- U. Present primary, general and/or special elections results at the appropriate ASEWU Council meeting(s) for approval once all grievances have been addressed and/or mediated.
- V. Maintain a permanent election file which include candidates running, sample of advertisements, at least one (1) copy of the ***ASEWU Voters' Pamphlet***, articles in newspapers, grievances filed with resulting action, and election results.
- W. At the completion of the cabinet member's tenure in office, they will submit a final written report summarizing the ASEWU elections, projects, events and research conducted by the member to the ASEWU president and Council.
- X. Attend all ASEWU Cabinet meetings.
- Y. Attend one (1) ASEWU tabling event during fall quarter.
- Z. Other duties as assigned by the ASEWU executives.

### **SECTION 3: Responsibilities of Executive Assistant**

The Executive Assistant is responsible to assist the ASEWU executives with any research, projects and/or outreach as necessary to serve students.

The cabinet member shall be responsible for the following items.

- A. Meet once a month and as necessary with the ASEWU president, ASEWU finance vice president, and ASEWU executive vice president.
- B. Submit to the ASEWU president a final written report to summarize all projects assigned to them by the last ASEWU Work Session of spring quarter.
- C. Maintain a file of all pertinent and/or permanent information pertaining to the operations of the executive assistant.
- D. Conduct research on assigned topics by the ASEWU executives.
- E. Maintain the calendar of the ASEWU executives and schedule meetings on their behalf.



~~Coordinate and/or collaborate on at least one (1) service or event per quarter (excluding summer quarter) on the EWU Spokane campus.~~

- F. Participate in a university traditions and spirit committee.
- G. Attend at least one (1) ASEWU Council meeting per quarter.
- H. When necessary, attend as a designee to set up and manage live-stream equipment for all ASEWU Council meetings, work sessions and special sessions in the absence of the ASEWU public relations specialist.
- I. Attend all regular ASEWU trainings, workshops and retreats.
- J. On a quarterly basis, serve on at least one (1) university committee at the discretion of the ASEWU president.
- K. Schedule biweekly cabinet meetings with the ASEWU president.
- L. Assist the director of elections with coordinating candidacy information sessions and all events related to the ASEWU elections.
- M. Attend all ASEWU Cabinet meetings.
- N. Attend one (1) ASEWU tabling event each quarter (excluding summer quarter).
- O. Take on the responsibilities as stated in Section 6, items E-P when the cabinet position for public relations specialist is vacant or responsibilities as stated in Section 7, items A-I when the cabinet position for EWU Spokane liaison is vacant.
- P. Other duties as assigned by the ASEWU executives.

#### **SECTION 4: Responsibilities of Legislative Liaison**

In order to provide a student voice in Olympia during the Washington State Legislative Session, the ASEWU Legislative Liaison advocates for the legislative agenda approved by the ASEWU Council.

The cabinet member shall be responsible for the following items.

- A. Attend all meetings of the Washington Student Association (WSA) unless prior consent is given by the ASEWU Council.
- B. Attend all meetings of the ASEWU Student Legislative Action Committee (SLAC) when not in Olympia.
- C. Prepare and research issues/matters of concern to students regarding state legislative matters.
- D. Lobby on the behalf of students of the university.
- E. In coordination with the ASEWU president and the ASEWU legislative affairs representative, create a legislative agenda for the ASEWU.
- F. Submit at least one (1) legislative update article to the campus newspaper.
- G. Submit a monthly report to the ASEWU president and the ASEWU Council summarizing the following items.
  - 1. Who they met with.
  - 2. Appointments, highlighting higher education committee meetings.
  - 3. Issues requiring immediate action.
  - 4. Any other significant information.
- H. During the legislative session, report biweekly and as necessary to the ASEWU president, the ASEWU legislative affairs representative, and the ASEWU Council clerk in a form agreed upon between each of them.
- I. Meet regularly with the ASEWU legislative affairs representative, WSA liaisons and the University's designated legislative lobbyist.

- J. Prepare an end-of-session final report to be submitted no later than the last council meeting of the academic year. This shall include recommendations for the next year's session to include recommended lobbying practices during the fall quarter in anticipation of the legislative session.
- K. Attend at least one (1) ASEWU Council meeting per quarter (excluding winter quarter).
- L. Attend all regular ASEWU trainings, workshops and retreats (excluding winter quarter).
- M. Attend all ASEWU Cabinet meetings (excluding winter quarter).
- N. Attend one (1) ASEWU tabling event each quarter (excluding winter and summer quarter).
- O. Other duties as assigned by the ASEWU executives.

### **SECTION 5: Responsibilities of Media and Graphic Designer**

The media and graphic designer is responsible for all matters of advertising materials and creative designs for the ASEWU and student organizations.

The cabinet member shall be responsible for the following items.

- A. Prepare media and graphic materials to advertise student government meetings, forums, activities, programs and the yearly student body elections.
- B. Review, develop, and keep record of all completed graphic design request forms submitted by members of the ASEWU.
- C. Collaborate with the ASEWU director of elections to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each the events.
- D. Ensure that the ASEWU public relations specialist and the ASEWU program support supervisor receives all completed ASEWU media and graphic materials requested by ASEWU members.
- E. Establish and communicate to ASEWU members and student organizations a process to request media and graphic materials with a reasonable deadline.
- F. Provide assistance to student organizations in advertising these organizations' programs, events and activities.
- G. Attend at least one ASEWU student organization meeting per quarter to promote the services of advertising materials.
- H. Attend at least one (1) ASEWU Council meeting per quarter.
- I. Attend all regular ASEWU trainings, workshops and retreats.
- J. Attend all ASEWU Cabinet meetings.
- K. Other duties as assigned by the ASEWU executives.

### **SECTION 6: Responsibilities of Public Relations Specialist**

The primary responsibility of the public relations specialist is to instill the direction of the overall image of the ASEWU as the Council sees fit, using social media efforts, local media outlets and public relations campaigns to do so.

The cabinet member shall be responsible for the following items.

- A. Prepare and distribute at least one (1) written press release on a monthly basis and as necessary. That includes the actions, activities, programs, legislative concerns and issues addressed by the ASEWU Council. These press releases should also include programs and concerns presented by ASEWU registered student organizations and the activities of the EWU Board of Trustees which directly or indirectly affect the general student population.
- B. Meet at least two (2) times per quarter with *The Easterner* and the Director of Communications and Media Relations.
- C. Communicate at least one (1) time per quarter with the Associate Vice President of Strategic Communications and Marketing or designee.
- D. Communicate ~~at least one (1) time per quarter~~ as nessesary with each of the following media outlets.
  - 1. *The Cheney Press*.
  - 2. *The Spokesman Review*.
  - 3. *The Inlander*.
  - 4. The KEWU (campus radio station).
  - 5. Any local area television and radio stations as needed.
- E. Attend the following meetings, events, and programs, reporting pertinent information through press releases.
  - 1. ASEWU student organization meetings.
  - 2. University-sponsored forums regarding students.
  - 3. Other meetings as determined by the ASEWU executives.
- F. Serve as chair of the Public Relations Committee and meet at least two (2) times a quarter.
- G. Investigate, research, and implement other methods to better inform the student population and the campus community about the activities and projects of the ASEWU.
- H. Maintain and update the ASEWU website on a weekly basis.
- I. Maintain and monitor social media efforts (Facebook, Twitter, etc.).
- J. Collaborate with event coordinators of ASEWU events regarding the promotional process.
- K. Collaborate with the ASEWU program support supervisor to create table tent displays for ASEWU activities and events as requested.
- L. Create and post all information to the ASEWU social media sites and other electronic forms of communication at least one week prior to events.
- M. Create and schedule one (1) opportunity per quarter for ASEWU to meet and greet students in the residence halls.
- N. Support in advertising the events of student organizations through the use of social media platforms.
- O. In collaboration with the ASEWU program support supervisor, ensure that all media and graphics materials received by the ASEWU media and graphic designer and ASEWU members are distributed in the form of flyers and posters throughout campus in a timely manner.
- P. Attend and/or send a designee to set up and manage the live-stream equipment for all ASEWU Council meetings, work sessions and special sessions.
- Q. Attend all regular ASEWU trainings, workshops and retreats.
- R. Attend all ASEWU Cabinet meetings.

- S. Attend two (2) ASEWU tabling events each quarter (excluding summer quarter).
- T. Other duties as assigned by the ASEWU executives.

### **Section 7: Responsibilities of the EWU Spokane Campus Liaison**

The primary responsibility of the EWU Spokane campus liaison is to advocate for the students of the EWU Spokane campus, research the needs of that population, and provide services and events on behalf of the ASEWU Council.

The cabinet member shall be responsible for the following items.

- A. Meet at least (3) times per quarter with the ASEWU graduate affairs representative, director of Student Services Spokane, and the Advisor of Campus Programs at EWU Spokane.
- B. Maintain communication with the ASEWU Student Activities representative regarding ASEWU student organizations and programs.
- C. Assist the ASEWU Graduate Affairs representative in hosting quarterly-all events open to students at the EWU Spokane Campus.
- D. Coordinate and/or collaborate on at least one (1) service or event per quarter (excluding summer quarter) on the EWU Spokane campus.
- E. Meet and/or communicate with the Associated Students of Washington State University-Spokane (ASWSU-S) and work to maintain the relationship between ASEWU and ASWSU-S.
- F. In partnership with the ASEWU public relation specialist, investigate, research and implement other methods to better inform the general student population and the EWU Spokane campus community about the activities and projects of the student government.
- G. Collaborate with the public relations specialist to have all media and graphics materials received for ASEWU events for the EWU Spokane campus distributed in the form of flyers and posters throughout the Spokane campus in a timely manner.
- H. Report bi-weekly updates to the ASEWU Council about the activities and projects of the EWU Spokane campus.
- I. Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats.
- J. Attend at least one (1) ASEWU Council meeting per quarter.
- K. Attend all regular ASEWU trainings, workshops and retreats.
- L. Attend all ASEWU Cabinet meetings.
- M. Attend one (1) ASEWU tabling event each quarter (excluding summer quarter).
- N. Other duties as assigned by the ASEWU executives.

### **SECTION 8: Office Hours**

Each cabinet member shall establish and maintain a minimum of twelve (12) average hours per week (excluding finals week) of the current academic quarter. At least eight (8) of the twelve (12) said hours shall be spent weekly between 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office; between 8:00 a.m. and 6:00 p.m. in the ASEWU Spokane office; and/or between 8:00 a.m. and 8:00 p.m. in the Student Organization Suite of any regular university day. These office hours shall be established and posted in the ASEWU offices by the end of the second

week of the current academic quarter. Six (6) of these office hours shall be spent in the ASEWU Cheney office weekly (excluding the EWU Spokane campus liaison).

The Spokane campus liaison shall hold four (4) office hours a week at the EWU Spokane campus and four (4) office hours a week at the ASEWU Cheney office of any regular university day. All outside office hours must be documented in writing.

The legislative liaison shall be exempt from normal office hours during winter quarter. During this time, they shall maintain an average of nineteen (19) hours a week for the eleven (11)-week legislative session during the winter quarter. These hours must be documented in writing.

The director of elections shall be exempt from normal office hours during the period following the last day of filing for candidacy and the day after general elections ends. During this time, they shall spend five (5) of the twelve (12) hours weekly between 8:00 a.m. and 5:00 p.m. in the ASEWU Cheney office of any regular university day. All outside office hours must be documented in writing.

Each cabinet member, excluding the legislative liaison during winter quarter, shall attend at least two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the cabinet member is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU president in written form.

## **SECTION 9: Reports**

A biweekly activity report shall be submitted by each ASEWU cabinet member by 11:59 p.m. every other Friday during the academic year to the ASEWU president and Council clerk. This report shall include the following.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. All out of the office hours activities.
- E. For the ASEWU legislative liaison, all activities during the legislative session.
- F. Other information, comments, etc. pertinent to ASEWU and/or department.

A monthly written report shall be submitted by each ASEWU Cabinet member and presented at the ASEWU Council meeting specified by the ASEWU president. Reports shall be submitted to all members of the ASEWU Council, executives, court and cabinet twenty-four (24) hours prior to the ASEWU Council meeting, not including weekends or holidays, and shall include the following.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.

- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. For the ASEWU legislative liaison, all activities during the legislative session.
- F. Other information, comments, etc. pertinent to ASEWU and/or department.

**SECTION 10: Exceptions**

Exceptions to the performance of responsibilities by a cabinet member shall be permitted for any of the following reasons.

- A. Illness.
- B. Family emergency.
- C. Any other reason deemed excusable by a simple majority of the ASEWU Superior Court.

In the event that any of the above reasons interfere with a cabinet member's responsibilities, that person shall notify the ASEWU president of the situation as soon as possible.

**SECTION 11: Appointment**

The process of selection of the ASEWU cabinet members shall adhere to the following items.

1. The ASEWU president may appoint up to five (5) cabinet positions with the advice and consent of the ASEWU Council adhering to the guidelines established by the Bylaw 123, provided that there is a budget for said number of positions.
2. All applicants and members of the ASEWU Cabinet shall have and maintain at least a two-point five (2.5) cumulative grade point average at the university, Be currently enrolled in 6 credit enrollment and be enrolled for and complete six (6) credit hours the previous quarter (excluding summer quarter).

**SECTION 12: Appointment**

The process of selection of the ASEWU cabinet members shall adhere to the following items.

**SECTION 13: Effective Date**

This bylaw will take effect on June 17, 2019.

**SECTION 14: Rescinded**

Bylaw 2018-19/114 is hereby rescinded.

**SPONSORS:** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

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ASEWU Executive Vice President      Date

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ASEWU President      Date

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ASEWU Speaker Pro Tem      Date  
(Veto override)