



ASEWU REVIEW AND PROPOSAL AGENDA

Wednesday, October 17th, 2018

Patterson Hall, Room 104, 1:00 p.m.

1. Call to Order
2. Roll Call
 - Josiah Martinez, Speaker Pro-tem
 - Stacey Reece, SAIL Director
 - Madi Casto, ASEWU, Graduate Affairs
 - Angelica Garcia-Macias, ASEWU, Legislative Affairs
 - Sarahi Gutierrez, ASEWU, Academic Affairs
 - Taylor Coffell, ASEWU Superior Court, Clerk
 - Grace Callahan, Program Support Supervisor
 - Raul Sanchez, ASEWU Superior Court, Chief Justice
3. New Business
 - a. Bill 2018-19/ 103
 - b. Bill 2018-19/ 104
 - c. Bill 2018-19/ 105
 - d. Bill 2018-19/ 107
 - e. Bill 2018-19/ 114
 - f. Bill 2018-19/ 117
 - g. Bill 2018-19/ 121
 - h. Bill 2018-19/ 123
 - i. Bill 2018-19/ 202
 - j. Bill 2018-19/ 204
 - k. Bill 2018-19/ 306
 - l. Bill 2018-19/ 403
 - m. Bill 2018-19/ 504
 - n. Bill 2018-19/ 701
 - o. Bill 2018-19/ 702
 - p. Bill 2018-19/ 706
 - q. Bill 2018-19/ 707
 - r. Bill 2018-19/ 708
4. Announcements
 - a. The next meeting is October 31st, 2018 at 1pm in Patterson 104
5. Adjournment

Bylaw/Bill: 20172018-1819/103A
Disposition: Passed
Date of Disposition: March 15, 2018
Date Introduced: March 13, 2018

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

- A. The ASEWU President shall (but is not limited to) attend all regularly scheduled meetings of:
 - 1. The ASEWU Council (including weekly Council meetings, work sessions, and executive meetings);
 - 2. The Board of Trustees of Eastern Washington University;
 - 3. The President's Cabinet;
 - 4. Washington Student Association (WSA); General Assembly meetings;
 - 5. University Recreation Center Governance Board; and
 - 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 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; and
- E. Communicate biweekly with the ASEWU Academic Affairs representative following meetings of the Faculty Senate.

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

SECTION 3: Office Hours

The ASEWU President shall establish and maintain a minimum average of nineteen (19) office hours per week (excluding finals week) of the current academic quarter, summer breaks, and not exceed twenty-nine (29) hours in a week. ~~Said office hours shall:~~

Formatted: Space After: 6 pt

Formatted: Font: Bookman Old Style, 11 pt

- A. At least ten (10) of the said hours shall bBe scheduled maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. ~~on at the ASEWU Cheney campus office, or~~ between the hours of 8:00 a.m. and 10:00 p.m. at ~~a the ASEWU Spokane satellite campus office, and/or~~ between the hours of 8:00 a.m. and 8:00 p.m. at the Student Organization Suite.

Formatted: Font: Bookman Old Style, 11 pt

- A.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;

Formatted: Font: Bookman Old Style, 11 pt

Formatted: Font: Bookman Old Style, 11 pt

Formatted: Font: Bookman Old Style, 11 pt

- ~~B.C.~~ Shall ~~b~~Be approved by Council by the second meeting of the quarter;
- ~~C.D.~~ Shall ~~b~~Be posted in the ASEWU offices once approved;
- ~~D.~~ At least ten (10) of the nineteen (19) said office hours shall be spent in the ASEWU offices between the hours of 8:00 a.m. and 5:00 p.m.
- E. Meeting attendance as per Section 2 of this act shall be included in said ~~office~~ hours; The ASEWU President is expected to maintain these ~~office~~ hours during summer quarter and summer breaks; and
- F. 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, LGBTQ+, 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 ~~bi~~weekly activity report shall be submitted by the ASEWU President by 5:00 p.m. ~~each~~ every other Friday during the academic year to the Council Clerk. This report shall include:

- 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; and
- 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:

- 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; and
- 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:

- A. Be the property of the ASEWU;
- B. Be organized and contain an accurate record of all resources and activities pertinent to said position; and
- 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. Family emergency; or
- C. 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, either directly or indirectly through the ASEWU offices.

SECTION 8: Duty Performance

The ASEWU President shall be responsible for the performance of duties as per Sections 1 through 6 of this act and the ASEWU Constitution, Article III. Any and all noted discrepancies shall be in written form and submitted by any ASEWU Council member twenty-four (24) hours in advance to the ASEWU Executive Vice President and the accused ASEWU President for discussion at the next regularly scheduled meeting of the ASEWU Council, or at a special session called to discuss said discrepancies. Said discrepancies shall be discussed under executive session as per RCW 42.30.110. Anonymous accusations shall not be accepted for consideration by the ASEWU Council.

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 2017-18/103A is hereby rescinded.

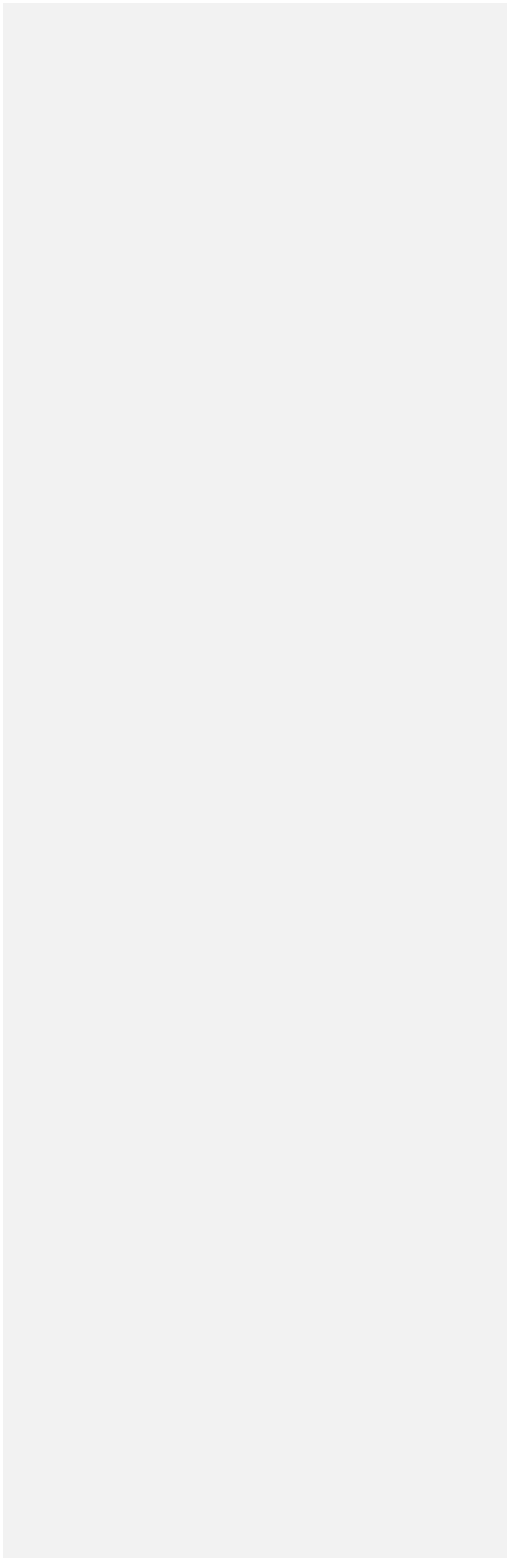
SPONSOR: ~~Dante Tyler & Gaige Baisch~~Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)



Bylaw: 20172018-1819/104
Disposition: Passed
Date of Disposition: November 9, 2017
Date Introduced: November 7, 2017

An act relating to the duties of the ASEWU Executive Vice President.
Be it enacted by the ASEWU Council that: _____

Formatted: Tab stops: 3.92", Left

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

The ASEWU Executive Vice President shall (but is not limited to) attend all regularly scheduled meetings of:

- ~~A.~~ The ASEWU Council including weekly Council meetings, work sessions, and executive meetings;
- ~~A.B.~~ Mid-Quarter meetings with each ASEWU Council Representative;
- ~~B.C.~~ The Student Union Board of Control-Pence Union Building Board (SUBOC PUB Board) and shall serve as the chair of this board; and
- ~~C.D.~~ Quarterly meetings with PUB tenants.

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 of nineteen (19) office hours per week (excluding finals week) of the current academic quarter, summer breaks, and not exceed twenty-nine (29) hours in a week. ~~Office hours shall:~~

- ~~A.~~ At least twelve (12) of the said hours shall be maintained and spent weekly Be scheduled between the hours of 8:00 a.m. and 5:00 p.m. ~~on at~~ the ASEWU Cheney campus 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;
- ~~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;
- ~~B.C.~~ Shall bBe approved by Council by the second meeting of the quarter;
- ~~C.D.~~ Shall bBe posted in the ASEWU offices once approved;
- ~~D.E.~~ Meeting attendance as per Section 2 of this act shall be included in said office hours;
- ~~E.F.~~ The ASEWU Executive Vice President is expected to maintain these office hours during summer quarter and summer break; and
- ~~F.G.~~ 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, LGBTQ+, 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 5:00 p.m. ~~each~~ every other Friday during the academic year to the Council Clerk. This report shall include:

- 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; and
- 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:

- A. Briefly describe progress of their special projects;
- B. Reveal any issues of the ASEWU Council and any recommendations, if any; and
- 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:

- 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; and
- 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 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:

- A. Illness of said Executive Vice President,
- B. Family emergency, or
- C. 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 be responsible for performance of duties as per Sections 1 through 7 of this act and the ASEWU Constitution, Article III. Any and all noted discrepancies shall be in written form and submitted by any ASEWU Council member twenty-four (24) hours in advance to the ASEWU Speaker Pro Tem and the accused ASEWU Executive Vice President for discussion at the next regularly scheduled meeting of the ASEWU Council or at a special session called to discuss said discrepancies. These discrepancies shall be discussed under executive session as per RCW 42.30.110. Anonymous accusations shall not be accepted for consideration by the ASEWU Council.

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

Bylaw ~~2017~~2018-1819/104 continued, Page 4

SECTION 9: Rescinded

Bylaw ~~2016~~2017-1718/104 is hereby rescinded.

SPONSOR: Ashley Jenniges & Elizabeth Shimamoto~~Raul Sanchez~~

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 20172018-1819/105
Disposition: Passed
Date of Disposition: November 9, 2017
Date Introduced: November 7, 2017

An act relating to the duties of the ASEWU ~~Director of Finance~~ Vice President.
Be it enacted by the ASEWU Council that:

SECTION 1: Constitution

The ASEWU ~~Director of Finance~~ Vice President shall be responsible for all duties as per the ASEWU Constitution, Article III, Section VI.

SECTION 2: Meeting Attendance

The ASEWU ~~Director of Finance~~ Vice President shall, but is not limited to, attend all regularly scheduled meetings of:

- A. The ASEWU Council meetings, work sessions and executive meetings;
- B. The ASEWU Finance Committee and shall serve as the chair of this committee;
- C. The Service and Activity Fee Committee. The ~~Director of Finance~~ Vice President shall organize the first meeting of this committee during fall quarter and seek appointment as chair (RCW 28B.15.044);
- D. The Student Transportation Fee Committee;
- E. The Student Technology Fee Committee; and
- F. Sit as the student representative on the University Budget Committee.

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

SECTION 3: Office Hours

The ASEWU ~~Director of Finance~~ Vice President shall establish and maintain a minimum of nineteen (19) office hours per week (excluding finals week) of the current academic quarter, summer breaks and not exceed twenty-nine (29) hours in a week. ~~Office hours shall:~~

- A. At least twelve (12) of the said hours shall be maintained and spent weekly. Be scheduled between the hours of 8:00 a.m. and 5:00 p.m. ~~on at~~ the ASEWU Cheney ~~office campus,~~ ~~or~~ between the hours of 8:00 a.m. and 10:00 p.m. at the ~~AS Riverpoint EWU Spokane campus office, and/or~~ between the hours of 8:00 a.m. and 8:00 p.m. at the Student Organization Suite;
- 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;
- B-C. ~~Shall b~~Be approved by Council by the second meeting of the quarter;
- C-D. ~~Shall b~~Be posted in the ASEWU offices once approved;

Formatted: Left, Allow hanging punctuation, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Auto, Tab stops: 0.77", Left

Formatted: Font color: Auto

- ~~D. At least twelve (12) of the nineteen (19) said office hours shall be spent in the ASEWU offices between the hours of 8:00 a.m. and 5:00 p.m. of any regular university day;~~
- E. Meetings attended as per Section 2 of this act shall be included in said office hours;
- F. The ASEWU ~~Director of Finance~~ Vice President is expected to maintain these office hours during summer quarter and summer breaks; and
- G. Attend no less than two (2) non-ASEWU hosted events per quarter that the ~~Director of 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, LGBT+, 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 ~~Director of Finance~~ Vice President by 5:00 p.m. each every other Friday during the academic year to the Council Clerk. This report shall include:

- 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; and
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be given by the ASEWU ~~Director of Finance~~ Vice President at each regularly scheduled meeting of the ASEWU Council. The report shall:

- 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; and
- D. Provide any other information, comments, etc. pertinent to the ASEWU Council and/or special projects.

The ASEWU ~~Director of 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 ~~Director of~~ Finance Vice President shall attend one (1) ASEWU Clubs and 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 ~~Director of~~ Finance Vice President shall maintain a permanent running file pertinent to their position. Said file shall:

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

SECTION 6. Exceptions

Absences of the ASEWU ~~Director of~~ Finance Vice President shall be presented at the next ASEWU Council meeting.

Excused exceptions to the performance of duties by the ASEWU ~~Director of~~ Finance Vice President shall be permitted only during the following:

- A. Illness of said ~~Director of~~ Finance Vice President;
- B. Family emergency; or
- C. Any other reason deemed excusable by consensus of the ASEWU Council.

In the event that any of the above reasons interfere with the ASEWU ~~Director of~~ 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 ~~Director of~~ Finance Vice President shall be responsible for performance of duties as per Sections 1 through 6 of this act and the ASEWU Constitution, Article III. Any and all noted discrepancies shall be placed in written form and submitted by any ASEWU Council member twenty-four (24) hours in advance to the ASEWU Executive Vice President and accused ~~Director of~~ Finance Vice President for discussion at the next regularly scheduled meeting of the ASEWU Council or at a special session called to discuss the discrepancies. These discrepancies shall be discussed under executive session as per RCW 42.30.110. Anonymous accusations shall not be accepted for consideration by the ASEWU Council.

The ASEWU ~~Director of~~ Finance Vice President shall be responsible for ensuring 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.

Bylaw ~~2017~~2018-19/105 continued, Page 4

The ASEWU ~~Director of 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 ~~2016~~2017-1718/105 is hereby rescinded.

Bylaw ~~2017~~2018-~~198~~/105 continued, Page 5

SPONSOR: ~~Elizabeth Shimamoto~~Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw/Bill:	<u>2017-18/2018-19/107B</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

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 Advancement Representative, Position #9.

SECTION 3: Responsibilities

Each ASEWU Council representative shall, but is not limited to:

- A. Sign and abide by the most recent ASEWU Code of Ethics approved by the ASEWU Council;
- ~~A.~~B. Research problems and/or concerns pertinent to their department and of concern to the ASEWU Council;
- ~~B.~~C. Keep a written record of all resources and activities pertinent to their respective position;
- ~~C.~~D. Provide ASEWU Council input to all related councils, committees, etc. pertinent to the respective position;
- ~~D.~~E. Meet with their respective administrative and/or faculty mentor as specified in the following sections;
- F. Coordinate at least three (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;
- G. Meet Quarterly with the Executive Vice President;
- ~~E.~~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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form; and

~~F.I.~~ 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~~ average of twelve (12) hours per week (excluding finals week) of the ~~current~~ current academic quarter (excluding summer quarter) and not exceed twenty-two (22) hours in a week. The ~~office~~ office hours shall:

- A. Be approved by the ASEWU Council by the second ASEWU Council meeting of the quarter;
- B. Be established and posted in the ASEWU ~~Council representatives'~~ offices by the end of the second week of the current academic quarter (excluding summer quarter); and
- C. All changes shall be approved by the ASEWU executive vice president.

Meetings attended as per section one (1) of this act may be included in said ~~office~~ hours.

~~A. At least~~ No less than six (6) of the ~~twelve (12)~~ said ~~office~~ hours per week shall be spent in the ASEWU ~~Cheney offices~~ between the hours of 8:00 a.m. and 5:00 p.m., the ASEWU Spokane office between the hours of 8:00 a.m. and 8:00 p.m. and the Student Organization Suite between the hours of 8:00 a.m. and 8:00 p.m. of any regular university day.

~~A.B.~~ Four (4) of these scheduled office hours must be spent in the ASEWU Cheney office (except the Graduate Affairs representative) and ~~a~~ All out of office hours must be documented.

SECTION 5: Reports

A ~~weekly~~ activity report shall be submitted ~~biweekly~~ biweekly by each ASEWU Council representative by 5:00 p.m. ~~on every other each~~ Friday during the academic year to the ASEWU executive vice president and Council clerk. This report shall include:

- 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; and
- 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:

- 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. Progress on position goals;
- E. Future business and meetings; and
- 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 most polished form of academic resources and curriculum. They shall act as the voice for all students when discussing academics and meet with students to address their needs and concerns.

The ASEWU representative shall:

- A. Meet at least three (3) times per quarter one-on-one with the Academic Senate Chair, as well as 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;
- ~~E.~~
- F. ~~Attend no less than two (2) non-ASEWU hosted events per quarter that the representative is not a current member of or any 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 executives in written form; Host and/or collaborate one (1) event per quarter that provides information and/or service to students related to academics. At least one (1) event must be held on the EWU Spokane campus per academic year;~~ and
- 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

Formatted: Tab stops: Not at 1.5"

Formatted: Tab stops: Not at 1.5"

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 act as the voice for all students when discussing that include but are not limited to athletics, facilities, and university advancement and meet with students to address their needs and concerns.

The ASEWU representative shall:

- 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 services
- C. Attend the meetings of the President's Advisory Committee on Intercollegiate Athletics, and Eagle Athletic Association;
- 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 Services;
- 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. Serve as the chair of the University Recreation Center Governance Board;
- ~~I, J. Attend no less than two (2) non-ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form; Host and/or collaborate one event per quarter that provides information and/or service to students related to athletics and/or university advancement; and~~
- J, 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 act as the voice for all students when discussing topics that include but are not limited to intersecting identities, equity and social justice and meet with students to address their needs and concerns.

The ASEWU representative shall:

- A. Attend at least one (1) meeting of at least four (4) diversity focused student organizations or campus departments per quarter and attend at least two (2) diversity related events and/or programs;
- 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 Chicano 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, director of the multicultural center, director of the Equal Opportunity/Affirmative Action, women's and gender education center manager, director of the veteran's resource center, Pride Center manager, 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;
- D. Serve as an ex-officio member on the EWU President's Committee on Diversity (PCOD);
- E. Serve as an ex-officio member on the Diversity and Inclusion Advisory Council;
- ~~F.~~ Chair the ASEWU Diversity Committee, which shall meet at least two (2) times during the quarter, excluding summer quarter, and as necessary;
- ~~F.~~
- ~~G.~~ ~~Attend no less than two (2) non-ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form; Host and/or collaborate one (1) event per quarter that provides information and/or service to students related to diversity and inclusion. At least one (1) event must be held on the EWU Spokane campus per academic year;~~ and
- H. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

Formatted: Right: 0.25"

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 act as the voice for all students when discussing graduate programs, graduate requirements, the programing and services at the EWU Spokane Campus, and meet with students to address their needs and concerns.

The ASEWU representative shall:

- A. Be enrolled and accepted in a graduate program at EWU during the time that 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; EWU student activities, involvement, and leadership 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;
- C. Communicate at least one (1) time per quarter with Career Services and update graduate students on upcoming events and workshops;
- D. Attend or send a designee to the Graduate Affairs Council (GAC);
- E. 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 the NAGPS (National Association of Graduate-Professional Students) and/or any pertinent information for graduate students;
- F. Hold at least two (2) weekly hours at the Cheney campus and at least four (4) hours at the EWU Spokane campus;
- G. Coordinate and/or collaborate on at least two (2) services or events per quarter (excluding summer quarter) at the EWU Spokane campus;
- H. Act as the EWU Spokane campus liaison for all students to the ASEWU;
- I. 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;
- J. Chair the ASEWU Graduate Student Committee;
- K. Collaborate quarterly with the National Association of Graduate-Professional Students (NAGPS) and the Washington Student Association (WSA), to advocate on education and legislative issues for graduate students;
- ~~L. Attend NAGPS regional conference and Spring Advocacy Summit or send designee, if budget allows;~~
- ~~M.L. Attend no less than two (2) non ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form; and~~
- ~~N.M. 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, support the legislative liaison while they Lobby in Olympia, recruit students to attend Lobby Day, advocate for the needs of students for legislative changes and meet with students to address their needs and concerns.

The ASEWU representative shall:

- 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, Cheney City Council chair, and/or any other necessary individual to obtain information of ASEWU Council interest and pertinent to said position and the responsibilities thereof;
- B. Communicate at least one (1) time per quarter with the EWU director of government relations;
- C. Collaborate with the legislative liaison to create a transition packet that covers any bills lobbied for, legislative topics supported, legislator connections, any relevant information for successful political relations, and ideas on how to foster a more cohesive relationship between the two positions. All this is to be done during spring quarter or after the legislative session;
- D. Communicate during fall quarter with the district six (6) legislators or legislative staff in attempt to bring them to campus;
- E. 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;
- F. Attend Washington Student Association (WSA) State Board of Directors and general assembly meetings;
- G. In cooperation with the ASEWU legislative liaison and the Student Legislative Action Committee, coordinate ASEWU's Higher Education Day in Olympia and construct the ASEWU legislative agenda with approval from the Council before the start of legislative session;
- H. Assist in researching and obtaining information needed by the ASEWU legislative liaison when the liaison is on campus and while lobbying in Olympia;
- I. Attend the Cheney City Council meetings and develop ex-officio membership;
- J. Chair all meetings of the Student Legislative Action Committee (SLAC);
- ~~K. Coordinate a voter registration drive fall and spring quarters for both the EWU Spokane and Cheney campuses;~~
- ~~L. K. Attend no less than two (2) non ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form; and~~
- ~~M. L. 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 act as the voice for all student matters related to student organizations and meet with students to address their needs and concerns.

The ASEWU representative shall:

- A. Meet no less than twice (2) per quarter with the director of Student Activities, Involvement and Leadership (SAIL), the advisor of campus activities, 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. Meet monthly with EWU's director of community engagement;
- D. 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;
- E. Host a club officer informational meeting during fall and spring quarters;
- ~~F. Serve on the ASEWU Finance Committee;~~
- ~~G.F.~~ Serve on the homecoming and family weekend committees;
- ~~H.G.~~ Assist the advisor of campus programs in planning student organization fairs;
- ~~I.H.~~ Meet and/or communicate with the theatre and fine arts program a minimum of three (3) times per quarter, and assist with the promotion of at least three (3) of their events per year;
- ~~J.~~ Assist the ~~director of finance~~ vice-president with the coordination and tallying of clubs and organizations funding point system;
- ~~L.~~
- ~~K.J.~~ Attend no less than two (2) non ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form; Host and/or collaborate one (1) event per quarter that provides information and/or service to students related to student activities. At least one (1) event must be held on the EWU Spokane campus per academic year; and
- ~~L.K.~~ Attend or obtain the minutes of committee meetings as assigned by the ASEWU Executives.

Formatted: Normal, Right: 0.25", Tab stops: Not at 1" + 1.25"

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 act as the voice for students in matters related to safety procedures and health services provided by the university and meet with students to address their needs and concerns.

The ASEWU representative shall:

- 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. Hold membership on Peer Health Educator (P.H.E.), attend all meetings, and report their progress and activities to the ASEWU Council;
- C. Obtain and maintain active chair of Student Health Advisory Committee (SHAC);
- D. Obtain a seat on the University Health and Safety Committee (USC) and report their progress and activities to the ASEWU Council;
- E. Meet and/or communicate at least two (2) times per quarter with the director/manager of each of the following: Disability Support Services (DSS), Counseling and Psychological Services (CAPS), Student Rights and Responsibilities (SRR), and Student Support and Advocacy located in Student Life;
- F. ~~Attend no less than two (2) non-ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form; Host and/or collaborate one (1) event per quarter that provides information and/or service to students related to health and/or student safety. At least one (1) event must be held on the EWU Spokane campus per academic year;~~ and
- G. 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 act as the voice for students in matters related to financial aid, dining services, parking and transportation services, housing and residential life, childcare, environmental concerns, and meet with students to address their needs and concerns.

The ASEWU representative shall:

- 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 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, and parking at both the Cheney and EWU Spokane campuses;~~
- I. ~~I. Attend no less than two (2) non ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form; Host and/or collaborate one (1) event per quarter that provides information and/or service to students related to transportation, food services, financial aid, housing and/or environmental. At least one (1) event must be held on the EWU Spokane campus per academic year; and~~
- J. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

Formatted: Right: 0.25", Numbered + Level: 1 +
Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left +
Aligned at: 0.75" + Indent at: 1", Tab stops: Not at 1" +
1.25"

SECTION 14: Technology 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 act as the voice for students in matters related to technology fee, library circulation, academic systems, technology at the EWU Spokane Campus, and meet with students to address their needs and concerns.

The ASEWU representative shall:

- 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 official, individual, 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 library circulation supervisor and the access services 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 a designee to the Academic Systems Advisory Committee (ASAC);~~
- ~~H. Attend or send designee to the Academic Committee for Innovation and Technology (ACIT)~~
- ~~I. Attend no less than two (2) non-ASEWU hosted events per 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, LGBT+, immigration, etc. These events must be approved by the ASEWU executives in written form;~~
- ~~I.J. Host and/or collaborate one (1) event per quarter that provides information and/or service to students related to technology. At least one (1) event must be held on the EWU Spokane campus per academic year; and~~
- ~~J.G. _____ Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.~~

Formatted: Right: 0.25", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1", Allow hanging punctuation, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Auto, Tab stops: Not at 1"

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 (2/3) majority vote of ASEWU Council.

The ASEWU Speaker Pro Tem shall:

- 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; and
- ~~F. Assist the ASEWU executive vice president in the familiarization/orientation process of all ASEWU Council representatives.~~
- ~~F.G. _____ Serve as the chair for ASEWU council meetings and work sessions in the absence of the ASEWU executive vice president.~~

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 ~~17-16~~ of this bylaw.

SECTION 16: Duty Performance

All ASEWU Council representatives shall be responsible for the performance of duties as per Article II of the ASEWU Constitution and this bylaw. Any and all noted discrepancies shall be submitted to the ASEWU executive vice president and the involved ASEWU Council representative in written form and submitted by any representative twenty-four (24) hours in advance to the ASEWU executive vice president and the accused ASEWU representative for discussion at the next regularly scheduled meeting of the ASEWU Council, or at a special session called to discuss the discrepancies. These discrepancies shall be discussed under executive session as per RCW 42.30.110. Anonymous accusations shall not be accepted for consideration by the ASEWU Council. 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 (¾) 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 (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. 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: Rescinded

Bylaw 2017-18/~~107A-107B~~ is hereby rescinded.

SPONSOR(S): ~~Teddy Mead, Elizabeth Shimamoto, Kyle Carroll, Wesley Snell, Jevion Knox and Ashley Jenniges~~ and Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw/Bill: 20172018-1819/114A
Disposition: Passed
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 but not limited to Director of Elections, ~~Director of Information Technology~~, 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 spring election process—both primary and general elections—and if necessary any special election called by the ASEWU Council.

The cabinet member shall:

- A. Be thoroughly versed and knowledgeable of the ASEWU constitution and bylaws specifically dealing with the elections;
- B. Coordinate and work with other ASEWU cabinet members in advertising for candidates and getting the student-at-large population to vote;
- C. Inform and educate the student population of any constitutional amendments, initiatives, or referendums on the ballot;
- D. 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 student elections, policies and guidelines that affect the way candidates campaign, compile a general candidate information, declaration of candidacy, eligibility, and electronic waiver forms;
- E. Meet and coordinate with the developer and manager of the ASEWU election tabulation program by the end of the fourth week of winter quarter for the first meeting;
- F. Meet and coordinate with the Chief Housing Officer or designee to schedule when and how candidates can campaign in the residence hall system by the end of the tenth week of fall quarter for the first meeting;
- G. 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;
- H. Plan, present, and seek the approval of the ASEWU Council of prospective polling stations;
- I. 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. If there is a polling location in the Library,

- complete the "Request for Event or Display in JFK Library" form (which is found on the EWU Libraries website) and return to the Dean of Libraries;
- J. Reserve laptops from the Library for both the primary and general election two (2) weeks prior to check out;
 - K. Recruit and have the students approved to serve on the ASEWU election board by the end of the eighth week of winter quarter;
 - L. Coordinate the publication of the **ASEWU Voters' Pamphlet**;
 - M. Notify and hire, if necessary, the required number of election clerks;
 - N. Determine and verify the eligibility of candidates for office;
 - O. Coordinate and obtain the raw election results from the manager of the ASEWU election tabulation program;
 - P. Post unofficial election results in the ASEWU office suite and on the ASEWU website;
 - Q. 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;
 - R. 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.
 - S. Work with the ASEWU Superior Court in the training of the Election Board members no later than the ~~second-tenth~~ week of ~~spring-winter~~ quarter;
 - T. 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 and resulting action, and election results;
 - U. Submit a monthly written report of accomplishments and other ~~job~~ ~~related~~~~job-related~~ assignments and projects to the ASEWU President. At the completion of the cabinet member's tenure in office, ~~he/she/they~~ will submit a final written report summarizing the ASEWU elections and projects and events and research conducted by the member to the ASEWU President and Council;
 - V. Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats;
 - W. Attend no less than two (2) non-ASEWU hosted events per quarter (~~excluding summer quarter~~) that the director of elections 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form; and
 - X. Other duties as assigned by the ASEWU executives.

~~SECTION 3: Responsibilities of the Director of Information Technology~~

~~The cabinet member shall:~~

- ~~A. Carry out duties delegated by the ASEWU executives;~~

- ~~B. Create and maintain the ASEWU website;~~
- ~~C. Maintain a file of all pertinent and/or permanent information pertaining to the operations of the Director of Information Technology;~~
- ~~D. Function as an executive assistant with the primary responsibility of directing all information technology-based business functions of the ASEWU as guided by the President;~~
- ~~E. Maintain ASEWU office space computers;~~
- ~~F. Maintain clubs and organizations office space computers;~~
- ~~G. Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats;~~
- ~~H. Attend no less than two (2) non-ASEWU hosted events per quarter that the director of information technology 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form.~~

SECTION 43: Responsibilities of Executive Assistant

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

The cabinet member shall:

- A. Carry out duties delegated by all ASEWU executives;
- ~~B. Submit a monthly written report of accomplishments and other job related activities to the ASEWU President;~~
- ~~C. B. Meet Bi weekly with the ASEWU President, ASEWU Director of Finance, and ~~or~~ ASEWU Executive Vice President;~~
- ~~D. C. Submit to the ASEWU President a final written report to summarize all projects assigned to them;~~
- ~~E. D. Submit a monthly report of accomplishments and other ~~job~~ related job-related activities to all ASEWU Council members;~~
- ~~F. E. Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats;~~
- ~~G. F. Record and report cabinet members' weekly ~~office~~ hours to the ASEWU president;~~
- ~~H. G. On a quarterly basis, serve on at least one (1) university committee at the discretion of the ASEWU president;~~
- ~~I. H. Plan and conduct cabinet meetings with the ASEWU president on a bi-weekly basis;~~
- ~~J. I. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the assistant 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form;~~

- ~~J.~~ J. ~~Other duties as assigned by the ASEWU executives.~~ Maintain a file of all pertinent and/or permanent information pertaining to the operations of the Executive Assistant;
- ~~K.~~ K. ~~Conduct research on things assigned topics that they by the ASEWU executives need from them.;~~
- ~~K.~~ K. ~~Setting up meetings and managing~~ Maintain the calendar of the ASEWU Executives and schedule meetings on their behalf;
- ~~L.~~ L.
- ~~L.M.~~ L.M. Coordinate and/or collaborate on at least one (1) services or events per quarter (excluding summer quarter) on the EWU Spokane campus;
- ~~M.N.~~ M.N. Attend at least one (1) ASWSU-S student government meeting per quarter; and report back to the ASEWU president;
- ~~N.O.~~ N.O. Chair the ASEWU Traditions and Spirit committee; and
- ~~O.P.~~ O.P. Other duties as assigned by the ASEWU executives.

Formatted: Body

SECTION 54: Responsibilities of Legislative Liaison

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

The cabinet member shall:

- 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 when not in Olympia;
- C. Prepare and research issues/matters of concern to Eastern students regarding state policy matters;
- D. Lobby on the behalf of Eastern students and the WSA;
- E. In coordination with the ASEWU President and the ASEWU Legislative Affairs representative, create a legislative agenda for the ASEWU;
- F. Report monthly to the ASEWU Council and as needed to the ASEWU President and ASEWU Legislative Affairs representative;
- G. Submit at least one (1) legislative update article to the campus newspaper;
- H. Attend at least one (1) Student Achievement Council meeting;
- I. Submit a monthly report to the local WSA chapter and a weekly report with the ASEWU President summarizing:
 1. Who they met with;
 2. Appointments, highlighting higher education committee meetings;
 3. Issues requiring immediate action; and
 4. Any other significant information.
- J. During the legislative session, report weekly to the ASEWU President in a form agreed upon between the ASEWU President and the cabinet member;
- K. Meet regularly with the ASEWU Legislative Affairs representative, WSA liaisons and the University's designated legislative lobbyist;

- L. Prepare an end-of-session final report including recommendations for the next year's session to include recommended lobbying practices during the fall quarter in anticipation of the legislative session;
- M. Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats;
- N. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding winter ~~term~~ and summer quarter) that the legislative liaison 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form; and
- O. Other duties as assigned by the ASEWU executives.

SECTION 65: 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:

- A. Prepare 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 officials of the ASEWU;
- C. Provide assistance to Eagle Entertainment and student ~~clubs and~~ organizations in advertising these organizations' programs, events and activities;
- D. Investigate, research and implement other methods to better inform the general student population and the campus community about the activities and projects of the student government;
- E. Submit weekly updates ~~to~~ and attend weekly meetings with the Council Clerk;
- F. Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats;
- G. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the media and graphic designer 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form; and
- H. Other duties as assigned by the ASEWU executives.

SECTION 76: 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:

- A. On a weekly basis, prepare and distribute at least one (1) written press release 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 clubs and organizations and the activities of the EWU Board of Trustees which directly or indirectly affect the general student population;
- B. Meet and/or communicate at least three (3) times per quarter with each of the following media outlets: the university's media campaign specialist, the Director of University Relations, *The Easterner*, *The Cheney Press*, *The Spokesman Review*, *The Inlander*, the KEWU (campus radio station), as well as any local area television and radio stations as needed;
- C. Attend the following meetings, events, and programs, reporting pertinent information through press releases:
 - 1. Student organization meetings;
 - 2. University-sponsored forums regarding students; and
 - 3. Other meetings as determined by the ASEWU executives.
- D. In accordance with Bylaw 313, serve as chair of the Public Relations Committee;
- E. Investigate, research, and implement other methods to better inform the student population and the campus community about the activities and projects of the ASEWU;
- ~~F. Create and maintain the ASEWU website;~~
- ~~F.G.~~ Maintain and monitor social media efforts (Facebook, Twitter, etc.);
- ~~H. Be involved with the broadcast committee;~~
- ~~G.I.~~ Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats;
- ~~H.J.~~ Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the public relations specialist 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form; and
- K. Other duties as assigned by the ASEWU executives.
- ~~I. Would be a part of the broadcast committee.~~

Formatted: Body

Formatted: Strikethrough

Section 87: Responsibilities of the EWU Spokane Campus Liaison

The primary responsibility of the EWU Spokane Campus Liaison is to advocate for the student on 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:

- A. During their tenure in office, the liaison must be enrolled in at least one (1) class per quarter at the EWU Spokane campus;
- B. Hold meetings at least three (3) times per quarter with the ASEWU Graduate Affairs representative; Director of Student Services Spokane; and EWU Student Activities, Involvement, and Leadership;
- C. Maintain communication with the ASEWU Student Activities representative regarding ASEWU clubs/organizations and programs;
- D. Assist the ASEWU Graduate Affairs representative in hosting quarterly events open to graduate students/EWU students on the EWU Spokane Campus;
- ~~E. Hold at least eight (8) of the ten (10) office hours per week on the EWU Spokane campus between the hours of 8:00 a.m. and 5:00 p.m.;~~
- ~~F.~~E. Coordinate and/or collaborate on at least two (2) services or events per quarter (excluding summer quarter) on the EWU Spokane campus;
- ~~G.~~F. Serve as the EWU Spokane liaison for all EWU students;
- ~~H.~~G. 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;
- ~~I.~~H. Attend at least one (1) ASWSU-S student government meeting per quarter;
- ~~J.~~I. 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;
- ~~K.~~J. Report bi-weekly updates to the ASEWU Council about the activities and projects of the EWU Spokane campus;
- ~~L.~~K. Attend at least one (1) ASEWU Council meeting per quarter and all regular ASEWU trainings, workshops and retreats;
- ~~M.~~L. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the Spokane campus liaison 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU executives in written form; and
- ~~N.~~M. Other duties as assigned by the ASEWU executives.

SECTION 98: Office Hours

~~All cabinet members shall establish and maintain a minimum of twelve (12) office hours per week (excluding finals week) of the current academic quarter. At least ten (10) of the twelve (12) said hours shall be spent in the ASEWU offices between the hours of 8:00 a.m. and 5:00 p.m. of any regular university day.~~

The Director of Elections and the Media and Graphic Designer shall establish and maintain a minimum of twelve (12) average hours per week (excluding finals week) of the current academic quarter and not to exceed twenty-two (22) hours in a week. At least eight (8) of the twelve (12) said hours shall be spent in

the ASEWU Cheney office between the hours of 8:00 a.m. and 5:00 p.m. and/or in the Student Organization Suite between 8:00 a.m. and 8:00 p.m. of any regular university day. These office hours shall be established and posted in the ASEWU offices by the end of the first week of the current academic quarter and four (4) of these hours shall be spent in the ASEWU Cheney office. All outside office hours must be documented in writing.

The Executive Assistant, Public Relations Specialist and the EWU Spokane Liaison shall establish and maintain a minimum of twelve (12) average hours per week (excluding finals week) of the current academic quarter and not to exceed twenty-two (22) hours in a week. At least six (6) of the said hours shall be spent in the ASEWU Cheney office between the hours of 8:00 a.m. and 5:00 p.m., the ASEWU Spokane office between 8:00 a.m. and 8:00 p.m. and/or the Student Organization Suite between 8:00 a.m. and 8:00 p.m. of any regular university day. These office hours shall be established and posted in the ASEWU offices by the end of the first week of the current academic quarter and three (3) of these hours shall be spent in the ASEWU Cheney office. All outside office hours must be documented in writing.

The Legislative Liaison shall establish and maintain a minimum average of twelve (12) hours per week (excluding finals week) during fall and spring quarters and not to exceed twenty-two (22) hours. At least ~~ten-eight (108)~~ of the ~~twelve (12) aforementioned~~said hours shall be spent in the ~~Cheney ASEWU Cheney offices~~ between the hours of 8:00 a.m. and 5:00 p.m. and/or the Student Organization Suite between 8:00 a.m. and 8:00 p.m. of any regular university day. These office hours shall be established and posted in the ASEWU offices by the end of the first week of the current academic quarter and four (4) of these hours shall be spent in the ASEWU Cheney office. They shall maintain a minimum of nineteen (19) hours a week for the eleven (11)-week legislative session during the winter quarter. All out of office hours must be documented in writing.

Formatted: Space Before: 8 pt, After: 0 pt

~~In office hours shall be established and posted in the ASEWU offices by the end of the first week of the current academic quarter.~~

SECTION 109: Reports

An activity report shall be submitted biweekly by each ASEWU cabinet member by 5:00 p.m. every other Friday during the academic year to the ASEWU president and Council clerk. This report shall include:

- 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; and
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

<u>Bylaw/Bill:</u>	<u>2012-13/2018-19/117</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>April 11, 2013</u>
Date Introduced:	<u>April 9, 2013</u>

An act establishing the process for selecting the student member of the Eastern Washington University Board of Trustees.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

In compliance with SSB 5517, a student member of the Eastern Washington University Board of Trustees, shall be selected by the process listed below.

SECTION 2: Interviewing Committee Structure

The Interviewing Committee shall be composed of:

- A. One (1) Administrator, chosen by the Chair of the Board of Trustees;
- B. One (1) member of the Board of Trustees, also chosen by the Chair of the Board of Trustees;
- C. One (1) faculty-at-large member, nominated by the President of the Faculty Organization and approved by the ASEWU Council;
- D. One (1) classified staff member, also nominated by the President of Local 931 and approved by the ASEWU Council; and
- E. Three (3) students chosen by the ASEWU Council.

SECTION 3: Process

- A. The student position shall be advertised for at least two weeks prior to interviews, utilizing any reasonable means of advertisement, such as *The Focus*, and *The Easterner*.
- B. The Interviewing Committee shall then choose at least three (3) and no more than five (5) of the most qualified candidates, using the criteria listed under Section 4, Criteria.
- C. The names and applications of the most qualified candidates shall then be sent to the Washington State Governor's office for a final decision.

SECTION 4: Term

As stated above, the selected member shall serve a one-year term beginning July 1st and ending July 1st of the following year.

SECTION 5: Criteria

Applicants will be evaluated on the following criteria:

- A. University and community involvement,
- B. Extra-curricular involvement,
- C. Academic success,
- D. Overall attitude and personality, and
- E. Any other criteria that the Interviewing Committee agrees upon before receiving the applications.

SECTION 6: Minimum Requirements

All student applicants shall meet the following requirements:

- A. Have and maintain a minimum 3.0 cumulative GPA;
- B. Have been a student in good standing at Eastern Washington University for at least three (3) consecutive quarters (excluding summer quarter) and continue to be a student in good standing at Eastern Washington University throughout their term if selected.

In addition, the applicant shall provide two letters of recommendation to be submitted with the gubernatorial application packet.

SECTION 7: Rescinded

Bylaw ~~2007-08~~2012-13/117 is hereby rescinded

SPONSOR: Rebecca Harrell

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2017-182018-19/121
Disposition: Passed
Date of Disposition: May 24, 2018
Date Introduced: May 22, 2018

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 I.

SECTION 2: Eligibility

To be eligible for the position of Council clerk, one (1) shall:

- 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; and
- D. Have completed at least six (6) credit hours the previous quarter (excluding summer quarter).

SECTION 3: Duties

- A. The Council clerk shall be responsible for:
 - 1. Maintaining a file of the official ASEWU Council minutes;
 - 2. Preparing documents upon request of the ASEWU Council;
 - 3. Meet with the ASEWU president once a quarter or as necessary to obtain or provide pertinent information
 - 4. Submitting 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;
 - 5. Attending all ASEWU cabinet meetings;
 - 6. Presenting a summary of cabinet members activities at all ASEWU Council meetings;
 - 7. Submitting a monthly written report of accomplishments and other job related activities to the ASEWU executives;
 - 8. Publishing the monthly written reports of executive, Council, cabinet, and Court members to EagleSync and made available at the following Council meeting;
 - 9. Performing other Council-related duties as requested by the ASEWU executive vice president;
 - 10. Collaborating with the executive vice president to prepare the agendas for all Council meetings and work sessions;
 - 11. Preparing minutes as assigned by the ASEWU executive vice president in accordance with Bylaw 119;

12. Maintaining a calendar of all ASEWU funded events and conferences related to clubs and organizations, and/or any other student requesting ASEWU funding; and
 13. Using the aforementioned calendar to follow-up with all clubs, organizations, and/or students that receive ASEWU funding, request that they give a short presentation at the Council meeting directly following their event or conference.
- B. The Council Clerk shall be assigned to keep records at all of the following meetings:
1. ASEWU work sessions and
 2. ASEWU Council meetings.
- C. 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, LGBT+, 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 a minimum average of nineteen (19) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter) and not to exceed twenty-nine (29) hours in a week.

Formatted: Space After: 6 pt

A. At least twelve (12) of the ~~nineteen (19)~~ said hours shall be spent in the ASEWU Cheney offices between the hours of 8:00 a.m. and 5:00 p.m. and/or in the Student Organization Suite between 8:00 a.m. and 8:00 p.m. of any regular university day.

Formatted: Font: Bookman Old Style

A.B. These scheduled office hours must be posted by the end of the second week of the quarter and eight of these hours must be spent in the ASEWU Cheney office. All ~~office~~ hours must be documented.

Formatted: Font: Not Bold

SECTION 5: Rescinded

Bylaw ~~2016-17~~17-18/121A is hereby rescinded.

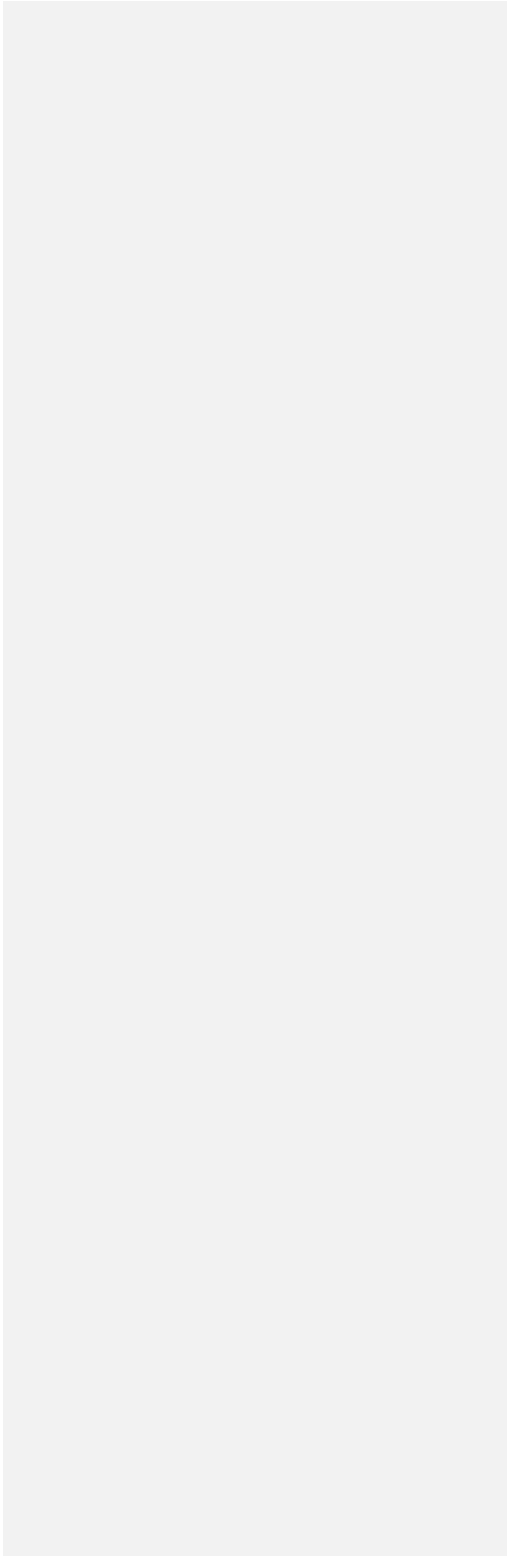
SPONSOR: ~~Katie Flood and Teddy Mead~~Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)



Bylaw: 2017-182018-19/123
Disposition: Passed
Date of Disposition: February 8, 2018
Date Introduced: February 6, 2018

An act establishing a formal process for presidential nominations to receive council advice.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To ensure that all ASEWU ~~Presidential~~ presidential and vice presidential nominations are made with the advice of the ASEWU Council.

SECTION 2: Committee Structure

All appointments made by the ASEWU President and executive vice president, as defined in the ASEWU Constitution, shall be interviewed by a hiring committee of the ASEWU prior to the appointment. This committee shall be established upon notification that a vacancy has or will occur in a position requiring appointment.

Each ~~committee interview~~ will be composed of members based on appointment:

A. ASEWU Cabinet Member

- a. The ASEWU ~~President~~ president as chair;
- b. ~~At least~~ Three (3) voting members of the ASEWU Council (excluding the executive vice-president);
- c. ~~Any other~~ The ASEWU executive vice president and/or the ASEWU Finance Vice-President;
- e. ~~Any other person/persons that the ASEWU Council~~ president sees fit;
- d. ~~When appointing executive assistants, any other ASEWU executive~~;

B. ASEWU Council Clerk

- a. The ASEWU executive vice-president as chair;
- b. Three (3) other voting members of the ASEWU Council;
- c. Any other person/persons that the ASEWU executive vice-president sees fit;

C. ASEWU Superior Court Associate Justice

- a. ~~When appointing an ASEWU Superior Court justice, the~~ The ASEWU Superior Court chief justice as co-chair; and
- b. The ASEWU President;
- c. Two (2) voting members of the ASEWU Council (excluding the executive vice-president);
- d. Two (2) current ASEWU Superior Court associate justices; and
- e. Any other person/persons that the ASEWU Superior Court sees fit.

D. ASEWU Council Representative

- a. The ASEWU executive vice-president as chair;
- b. The ASEWU president;

- c. Three (3) voting members of the ASEWU Council (excluding the executive vice-president);
- d. Any other person/persons that the ASEWU Council sees fit;
- E. ASEWU Finance Vice-President
 - a. The ASEWU president as chair;
 - b. The ASEWU executive vice-president;
 - c. Three (3) other voting members of the ASEWU Council;
 - d. The Program Support Supervisor and/or Director of Student Activities, Involvement, and Leadership (SAIL) or designee;
 - e. Any other person/persons that the ASEWU Council sees fit;

~~B.F.~~ All interviews conducted during spring quarter for appointments to be made by the incoming ASEWU president and the incoming ASEWU executive vice-president, ~~any Any ASEWU executive elect or shall include the ASEWU Council member-elects may request~~ to take part in ~~any those~~ hiring committees.

In the case that ~~three-the minimum number of~~ voting members of the ASEWU ~~representatives-Council~~ are not willing to serve on the interviewing committee, then ~~all-each~~ of the members not willing to serve on the committee must present a signed waiver to the Council and gallery at an ASEWU Council meeting, stating that they realize they are giving up their right to provide input into the nomination process and why they cannot serve on the committee. These explanations could be used as grounds for nonperformance of duties.

SECTION 3: Committee Recruitment

To allow ASEWU Representatives to be involved in the interview process, notice of establishing an interviewing committee must be provided to all ASEWU Representatives in written form. Sign-up sheets will then be provided in the ASEWU office. After at least one (1) week, the ~~committee chair(s)~~ shall be required to establish meeting times. The interviewing committee will announce their meeting times to the gallery at an ASEWU Council meeting or an ASEWU Work Session, one (1) week prior to the interviews.

SECTION 4: Interview Procedure

The position being filled must be advertised and open to potential applicants for at least one (1) week. Then the interviewing committee can send invitations to candidates for interviews.

The interviews shall be conducted in a question and answer format with the following provisions:

- A. ~~Each member involved must attend~~ There must be a minimum number of ~~-voting members of the ASEWU Council that each committee requires for all interviews unless exceptions are made based on section 2 of this bylaw;~~
- A.B. ~~_____~~ In the interviews for appointing an ASEWU Superior Court associate justice, there must be a minimum of two current ~~court justices;~~
- B.C. ~~_____~~ There shall be an established evaluation system before any interviews are held; and
- C.D. ~~_____~~ Applicants that are tied after the first interview will be invited for a second interview before the same committee at which time new questions shall be asked.

SECTION 5: Candidate Selection

With exception of the ASEWU president and the ASEWU Vice-President (for appointment of a Council Clerk), each member of the committee shall complete an evaluation on each applicant. After all evaluations are completed, the interviewing committee as a group will prioritize the candidates for appointment. The president and/or the executive vice-president shall take this list into consideration, but it is their nomination. If ~~the president there is a nominates nomination of~~ a candidate that is not congruent with the interviewing committee, the president and/or executive vice president must announce such during discussion of the appointment and give reasons why.

SECTION 6: Interim Appointments

The ASEWU Council may, by a majority vote, authorize the ASEWU president to make an interim appointment for an ASEWU cabinet position pending the interview process outlined in this bylaw.

The ASEWU Council may, by a majority vote, authorize the ASEWU executive vice-president to make an interim appointment for council clerk pending the interview process outlined in this bylaw.

The interview process is to be made in an expeditious manner following an interim appointment.

SECTION 7: Rescinded

Bylaw ~~2012-13~~2017-18/123 is hereby rescinded.

SPONSOR: ~~Sarahi Gutierrez~~ Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bill: 2018-19/202
Disposition: _____
Date of Disposition: _____
Date Introduced: _____

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

SECTION 1: Purpose

To establish a timeframe for candidacy applications and polling times for elections during the academic year.

SECTION 2: Filing for Candidacy

Filing for candidacy shall be open for at least nine (9) business days, open no later than the ninth week of winter quarter and close no later than the tenth week of winter quarter.

SECTION 3: Candidacy Info Sessions

At least two (2) info sessions for candidacy applicants shall be held no later than the last scheduled day of filing.

SECTION 4: Primary Elections

Primary elections shall open at 8:00 a.m. on the second Tuesday of spring quarter and close at 10:00 p.m. on the second Thursday of spring quarter. Changes to election days may be approved with a two-thirds ($2/3$) majority vote of the ASEWU Council members.

SECTION 5: General Elections

General elections shall open at 8:00 a.m. on the fourth Tuesday of spring quarter and close at 10:00 p.m. on the fourth Thursday of spring quarter. Changes to election days may be approved with a two-thirds ($2/3$) majority vote of the ASEWU Council members.

SECTION 6: Special Elections

Special elections shall open at 8:00 a.m. on the first day approved by the ASEWU Council and close at 10:00 p.m. on the last day approved by the ASEWU Council.

SECTION 7: Run-off Elections

If necessary, run-off elections shall open at 8:00 a.m. on the second Tuesday following a general or special election and close at 10:00 p.m. on the second Wednesday following a general or special election. Changes to election days may be approved with a two-thirds ($2/3$) majority vote of the ASEWU Council members.

SPONSOR: Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal.

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bill: 2018-19/204
Disposition: _____
Date of Disposition: _____
Date Introduced: _____

An act relating to ASEWU candidacy info session.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To establish the contents presented at the candidacy info sessions to inform applicants about the rules, regulations, university policy, the ASEWU Constitution and Bylaws for campaigning during elections.

SECTION 2: Presentation

The info session will cover the following information:

- A. The eligibility of applicants based on the ASEWU Constitution;
- B. The process of primary and general elections;
- C. The use and submission of Campaign Expense Forms;
- D. Rules and regulations of the EWU's Poster Policy;
- E. Campaign restrictions within residence halls, student organizations, and polling stations;
- F. Restrictions of university supplies and expenses;
- G. The process for submitting grievances, the Election Board hearings and the ASEWU Superior Court appeal hearings;
- H. Any bylaws in the 200 series not mentioned above and;
- I. Any other information the Director of Elections deems pertinent to campaigning.

SECTION 3: Meetings for Unavailable Applicants

Should an applicant be unavailable to attend a candidacy info session, it is their responsibility to schedule a meeting with the director of elections or designee to be provided with information presented at candidacy info sessions. The applicant would not be eligible to campaign or have their name on the ballot should they fail to complete this requirement.

SPONSOR: Raul Sanchez.

COMMITTEE REFERRAL: Review and Proposal.

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bill: 2018-19/306
Disposition: _____
Date of Disposition: _____
Date Introduced: _____

An act relating to the Advisory of school spirit and tradition committee.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The Eagle spirit and traditions Committee is to provide information and feedback regarding the traditions of the university.

SECTION 2: Membership

The membership of the committee shall consist of:

- A. Athletic Affairs and University Advancement Representative
- B. The ASEWU public relations specialist;
- C. Three (3) students at large appointed by the ASEWU president with the advice and consent of the ASEWU Council;
- D. One (1) students at large who live in the residence halls (Community Advisor);
- E. One (1) student at large involved with athletics; and
- F. Executive Assistant chairs.

The non-voting membership of the committee shall consist of:

- A. One (1) Alumni of the university
- B. The Director of Athletics or designee
- C. Dean of Students or designee
- D. SAIL Advisor

SECTION 3: Voting

- A. Quorum for the spirit and traditions Committee is a majority of its voting members.
- B. Vacant positions shall not be included in the voting members.

SECTION 4: Responsibilities

The committee shall:

- A. Educate students, faculty, staff and community members on the history and accomplishments of the EWU community.
- B. Advice and provide support for ideas to athletics, ASEWU, administration, alumni association, and any other related organizations
- C. Survey students, staff, and faculty
- D. Identify and promote events on campus that build Eagle spirit and tradition.
- E. Collaborate with others on campus and community events that cultivate spirit and tradition.

Bylaw 20185-2016/19/403
Disposition: Passed
Date of Disposition: March 4, 2016
Date Introduced: February 19, 2016

An act relating to the establishment and maintenance of student organization recognition status.

Be it enacted by the ASEWU Council that:

SECTION 1: Registration

In order to establish and/or maintain recognition with ASEWU, all student organizations must register through the SAIL office on an annual basis.

A. All student organizations shall complete the following requirements:

1. A list of at least four (4) student members of the organization. This list ~~may~~ must include the contact information of all current officers;
~~1-2. A president, vice-president, secretary, and treasurer;~~
- 2-3. A campus advisor and their contact information. ~~a~~ A campus advisor must be a full or part time faculty or staff member of the university; ~~and-~~
- 3-4. Have on file a current copy of the organization's constitution and/or bylaws.

SECTION 2: Recognition Policies

All student organizations and club sports that receive recognition from the ASEWU shall not violate university policies, the EWU Student Conduct Code, or local, county, state, or federal laws. This includes but is not limited to complying with all travel, event registration and fundraising policies and procedures.

Formatted: Highlight

SECTION 3: Benefits

Benefits afforded to student organizations, ~~and club sports~~ that are recognized by the ASEWU and club sports that are recognized by the university are as follows:

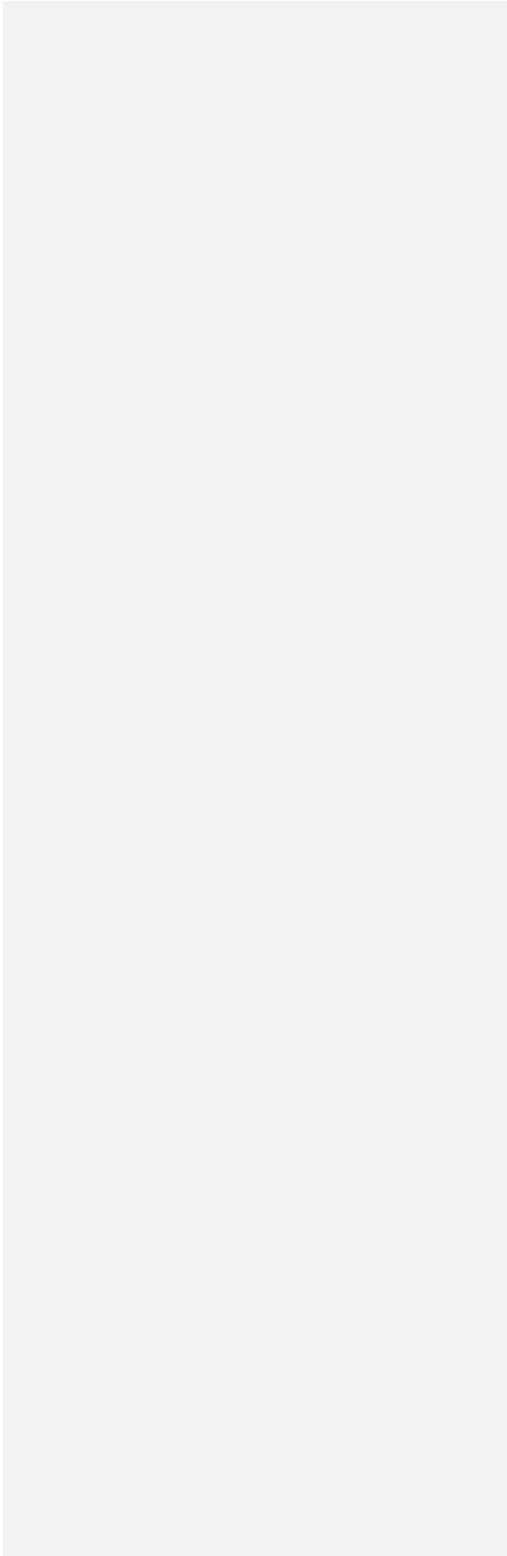
Formatted: Highlight

- A. Use of rooms that are university owned or operated;
- B. Opportunity to apply for office space in the Pence Union Building through the ~~Student Union Board of Control~~ Pence Union Building Board;
- C. No charge on vendor tables in the Pence Union Building;
- D. Inclusion into the current ASEWU clubs, organizations and programs list, and use of the EagleSync student organization management program;
- E. Use of ASEWU media and graphic designer;
- F. Ability to fundraise on campus, upon approval of the ~~Dean~~ dean of ~~Students~~ students or ~~his/her~~ their designee;
- G. Establishment of a club fund account; and
- H. Guidance and support from the ~~Advisor~~ advisor of ~~Campus~~ campus ~~Programs~~ programs and/or a representative from the Student Activities, Involvement and Leadership (SAIL) office.

Formatted: Highlight

SECTION 4: Financial Responsibility Policies

ASEWU Speaker Pro Tem (Veto override)	Date
--	------



Bylaw: 2017-18/3162018-19/504
Disposition: Passed
Date of Disposition: May 24, 2018
Date Introduced: May 22, 2018

An act relating to the University Recreation Center Governance Board.
Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

The University Recreation Center Governance Board, hereafter referred to as URCGB, shall be established to regulate all governing policies and financial matters, including maintenance and administrative services, and approve activities and related academic courses for the University Recreation Center. URCGB will have jurisdiction, within the limitation of state law, on all matters of policy, activity, and financial matters concerning the University Recreation Center; and shall be the official representative body of the ASEWU in all matters of University Recreation Center operations. The committee will provide an opportunity for all interested viewpoints to be heard at the University Recreation Center Advisory Council meetings.

SECTION 2: Membership

The membership of the URCGB shall consist of:

- A. The ASEWU athletic affairs and university advancement Representative who shall serve as chair;
- A.B. One (1) ASEWU Council Representative;
- B.C. The ASEWU president;
- C.D. The director of the University Recreation Center or their designee;
- D.E. One (1) student representative of the EPIC program;
- E.F. Two (2) students at large appointed by the ASEWU president with the advice and consent of the ASEWU Council;
- F.G. One (1) representative from the Office of Business and Finance;
- G.H. The dean of students or their designee;
- I. One (1) University Recreation Center tenant or their designee, representing all University Recreation Center tenants.

The non-voting membership of the URCGB shall consist of:

- A. One (1) ASEWU Superior Court Justice; and
- H.B. Any student or staff member may participate as a non-voting member of the URCGB.

SECTION 3: Voting

Quorum for the URCGB is two-thirds (2/3) of its voting members. Any item needs a simple majority in order to pass. Any item without unanimous consent can be forwarded to the university president for their consideration, with a majority vote following the passing of the item.

SECTION 4: Responsibilities

The URCGB shall approve policies for all aspects of the University Recreation Center operation, which shall include but is not limited to:

Formatted: Indent: Left: 0.75", No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Outline numbered + Level: 4 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

- A. Review the University Recreation Center's operating budget before university approval;
- B. Review the University Recreation Center's administrative budget before university approval;
- C. Approve and submit to the university administration and Board of Trustees all student, faculty, staff, and community usage fees;
- D. Review and approve reservations and allocation of space;
- E. Review and approve any remodeling and/or expansion of the University Recreation Center;
- F. Review and approve the hours of operation; and
- G. Review and approve all permanent advertising fixtures which places marks or holes in the University Recreation Center walls, floors, windows, etc. and that may require repair when removed.

All policies concerning business matters and management of the University Recreation Center must be consistent with accepted university business policies.

SECTION 5: Meetings

The URCGB shall meet at a minimum of once a month, excluding summer quarter.

SECTION 6: Rescinded

Bylaw ~~2012-13~~2018-19/316 is hereby rescinded.

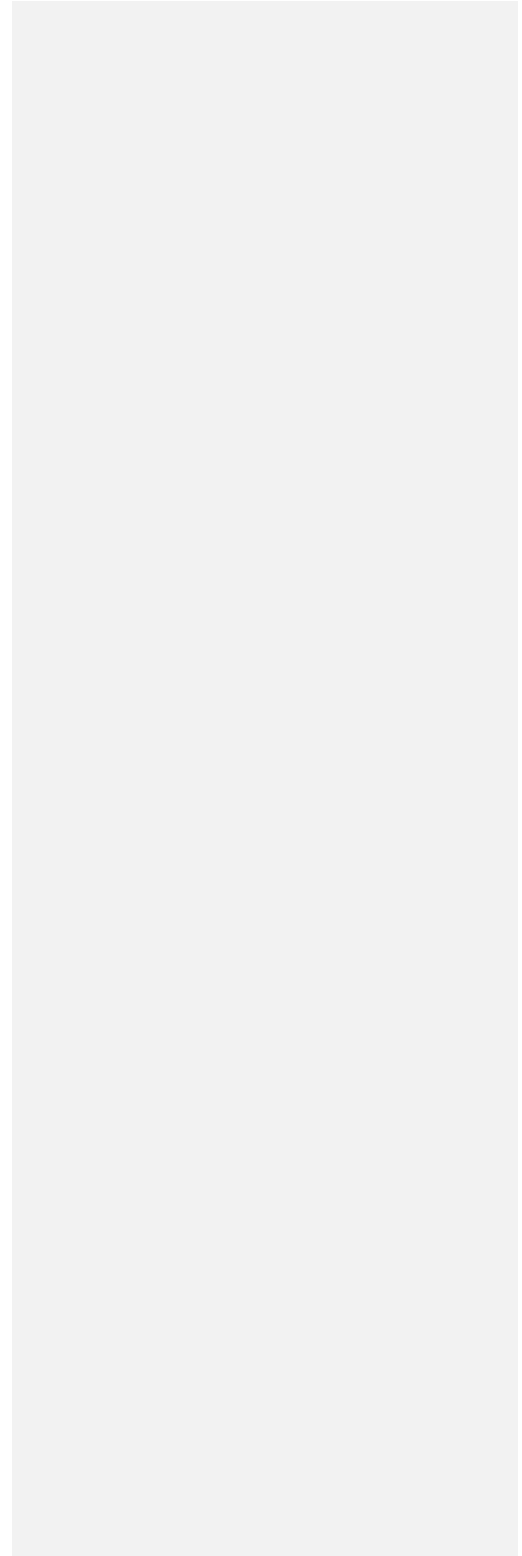
SPONSOR: ~~Gaige Baisch~~Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem (Veto override)	Date
--	------



BylawBill: 20187-198/701
Disposition: Passed
Date of Disposition: November 30, 2017
Date Introduced: November 28, 2017

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 of an ASEWU Superior Court Associate Justice

ASEWU Superior Court Associate Justices shall:

- 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. Attend at least one (1) ASEWU Council Meeting per quarter and all regular ASEWU trainings, workshops, and retreats;
- ~~C. Complete fall and winter quarter trainings each academic year;~~
- D. 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;
- E. Sign and abide by the most recent ASEWU Code of Ethics approved by the ASEWU Council;
- F. Establish and maintain Complete a minimum average of twelve (12) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter) and not exceed twenty-two (22) hours in a week.
- E.G. ~~At least six (6) of the twelve (12) said office hours shall be maintained and spent weekly in the ASEWU Cheney offices between the hours of 8:00 a.m. and 5:00 p.m., the ASEWU Spokane office between 8:00 a.m. and 6:00 p.m. and/or in the Student Organization Suite between 8:00 a.m. and 8:00 p.m. of any regular university day. These scheduled office hours must be posted by the end of the second week of the quarter and four (4) of these office hours shall be spent in the ASEWU Cheney office;~~
- F.H. ~~Serve on two (2) standing committees of the ASEWU and/or the university, ensuring that a member of the Court is present at Student Pence Union Building Board of Control (SUBOC PUB Board), the Residency Appeals Committee, University Recreation Center Governance Board (URCGB), Finance Committee and Academic Appeals meetings;~~
- G.I. ~~Conduct twice annual reviews as per bylaw 707;~~
- H.J. ~~Meet monthly with assigned ASEWU member to assist with and review the ASEWU Constitution and Bylaw requirements; and~~
- K. Attend at least one (1) ASEWU hosted event per quarter not hosted by the ASEWU Superior Court (excluding summer quarter); and

- L. 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, LGBTQ+, immigration, etc. These events must be approved by the ASEWU Superior Court Chief Justice in written form; and
I.M. Other duties as assigned by the ASEWU Chief Justice.

SECTION 3: 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:

- A. Attend all scheduled hearings and sessions;
B. Attend all regular ASEWU trainings, workshops, and retreats;
~~B. Complete fall and winter quarter trainings each academic year;~~
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;
~~C.D. Sign and abide by the most recent ASEWU Code of Ethics approved by the ASEWU Council;~~
E. Establish and maintain~~Complete a minimum average of~~ nineteen (19) hours per week (excluding finals week) of the current academic quarter, summer breaks and not exceed twenty-nine (29) hours in a week.
~~D.F. -At least twelve (12) of the nineteen (19) said hours shall be maintained and spent weekly in the ASEWU Cheney offices between the hours of 8:00 a.m. and 5:00 p.m., the ASEWU Spokane office between 8:00 a.m. and 6:00 p.m. and/or in the Student Organization Suite between 8:00 a.m. and 8:00 p.m. -of any regular university day.- 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;~~
~~E.G. Attend or send an ASEWU Superior Court Associate Justice as a designee to~~ 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;
~~F.H. Attend Review and Proposal (R & P) Committee meetings and assist with authoring/changing of the 700 series bylaws;~~
~~G.I. Meet three (3) times per quarter with the Dean of Students or designee;~~
~~H.J. Provide the ASEWU Council with training regarding the ASEWU Bylaws, ASEWU Constitution, and applicable Washington State law;~~
~~I.K. Meet 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;~~
~~J.L. Conduct twice-annual reviews (as per bylaw 707) and provide written findings;~~

Formatted: Font: Not Bold

- ~~K.M.~~ Ensure that a member of the ASEWU Superior Court attends all ~~Student Pence Union Building Board of Control (SUBOCPUB Board)~~, the Residency Appeals Committee, Finance Committee, University Recreation Center Governance Board (URCGB) and Academic Appeals meetings;
- ~~L.N.~~ 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;
- ~~M.O.~~ Facilitate the training of the ASEWU Election Board;
- ~~P.~~ Attend at least one (1) ASEWU hosted event per quarter not hosted by the ASEWU Superior Court (excluding summer quarter);
- ~~N.Q.~~ 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, LGBTQ+, immigration, etc. These events must be approved by ~~the~~ an ASEWU executives in written form;
- ~~O.R.~~ Meet monthly with the ASEWU President, Executive Vice President ~~and the Director of Finance Vice President, and Speaker Pro Tem~~ to assist with and review the ASEWU Constitution and Bylaws; and
- ~~S.~~ Provide the ASEWU President, Executive Vice President, and the ~~Director of Finance Vice President~~ with a written appraisal of all members of the ASEWU Superior Court's performances to date three (3) business days ~~prior to~~after the twice-annual performance evaluations.
- ~~P.~~

Formatted: Font: Bookman Old Style, 11 pt

SECTION 4: Meetings

The ASEWU Superior Court shall:

- A. Meet no less than six (6) times per quarter, excluding summer quarter;
- B. Set and post 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 distributed to the ASEWU Council within one (1) week of approval; ~~and~~
- ~~D.~~ Conduct all ASEWU Superior Court meetings as open meetings to the public; ~~-~~
- ~~E.~~ Host one (1) tabling event per quarter to promote the services of ASEWU Superior Court and/or ASEWU to students; and
- ~~F.~~ Host and/or collaborate one (1) event per quarter that provides information or a service to students.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

SECTION 5: 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:

- 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; and
- E. Other information, comments, etc. pertinent to ASEWU and/or ASEWU Superior Court.

SECTION 6: 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; and
- 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 an ASEWU Superior Court Justice's responsibilities, that person shall notify the ASEWU Chief Justice of the situation as soon as possible.

SECTION 7: 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 (¾) majority vote.

SECTION 8: 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 Judiciary Forms;
- B. The Superior Court shall act within ten (10) business 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) ~~business~~ days prior to the hearing; and
- 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) ~~business-school~~ days of the hearing.

SECTION 9: 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 10: 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 11: Standing Rules and Judiciary Forms

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

SECTION 12: Rescinded

Bylaw 201~~76~~-187/701 is hereby rescinded.

SPONSOR: ~~Elizabeth Shimamoto~~Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

Bylaw: 2015-2016/702
Disposition: Passed
Date of Disposition: March 4, 2016
Date Introduced: March 2, 2016

An act outlining the disciplinary procedure of the ASEWU Council in regard to all members of the ASEWU Superior Court.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

To establish the guidelines for the impeachment of an ASEWU Superior Court Justice as set forth by the Constitution of the ASEWU in Article 4, Section 8.

SECTION 2: Procedure

Any member of the current student body may bring charges in regard to the ASEWU Constitution and/or Bylaws against any elected or appointed official of the ASEWU. Charges and all evidence must be submitted in writing to the Executive Vice President and the ASEWU Superior Court Chief Justice at least three (3) business days before the next regularly scheduled ASEWU Council meeting in order to ensure a place on the agenda. No anonymous charges will be accepted.

SECTION 3: Due Process

To ensure that the Accused is afforded due process, any and all Complainant(s) shall be present at the appropriate hearing to give a statement and present evidence. Any Accused official must be notified in writing of specific violation(s) by the ASEWU Executive Vice President or designee at least three (3) business days before the meeting at which their case shall be heard and be given a copy of all evidence available. Exceptions will be made only with the consent of the Accused.

SECTION 4: Hearing Procedure

The hearing must follow the guidelines as set forth by the most current ASEWU Superior Court Standing Rule [regarding disciplinary procedures concerning ASEWU Superior Court Justices 13-14/001](#) and the current ASEWU Superior Court hearing procedure.

SECTION 5: Appeals Process

Appeals may be made to the ASEWU Superior Court.

All judgments made by the ASEWU Superior Court can be overturned by the ASEWU Council with a unanimous vote, as per Article IV, Section VI of the ASEWU Constitution. This appeal must be given to the ASEWU Superior Court Chief Justice at least three (3) business days after receiving a judgement.

SECTION 6: Rescinded

Bylaw ~~2012-2013~~[2015-16](#)/702 is hereby rescinded.

Formatted: Font: 11 pt
Formatted: ec_msonormal, Space After: 0 pt, Tab stops: Not at 1" + 1.25"
Formatted: Font: 11 pt, Not Bold
Formatted: Font: 11 pt
Formatted: Font: 11 pt, Font color: Black

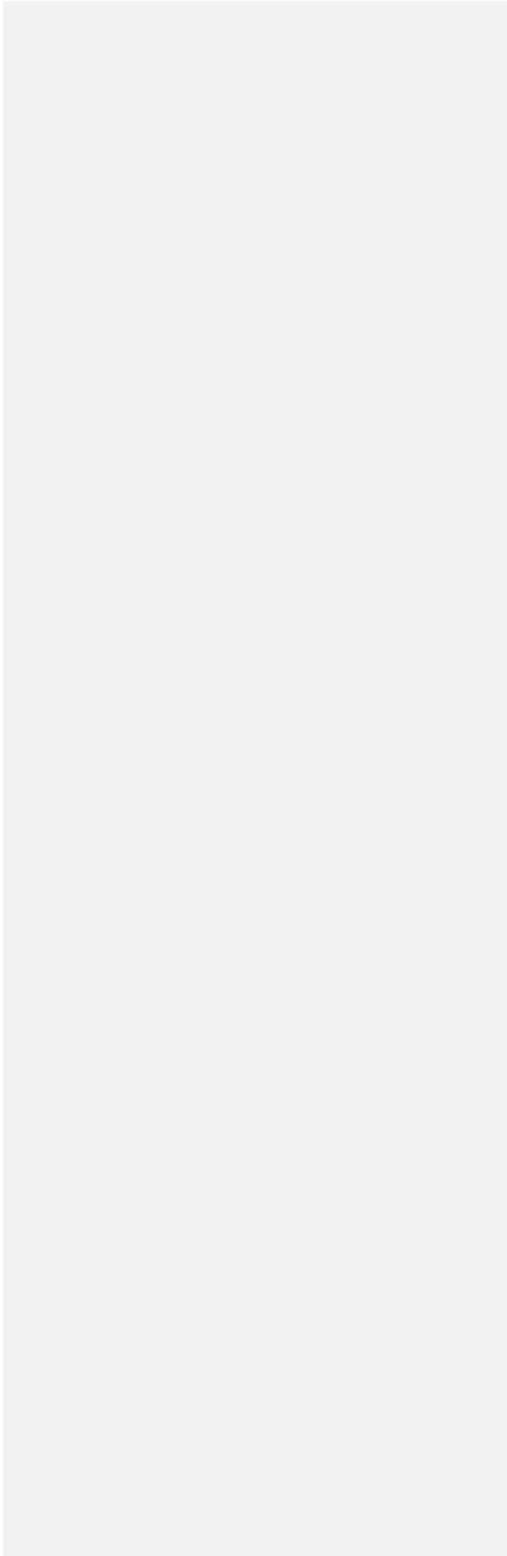
SPONSOR: ~~Samson Hatton~~ [Raul Sanchez](#)

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)



BylawBill:	<u>2015-20162017-18/706</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>March 4, 2016</u>
Date Introduced:	<u>March 2, 2016</u>

An act establishing the sanctioning power of the ASEWU Superior Court in regard to registered student organizations.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

Any registered student organization not fulfilling their obligations and responsibilities as stipulated in the ASEWU Constitution and Bylaws shall be called before the ASEWU Superior Court and may have specific actions taken against them.

SECTION 2: Definition of Actions

The ASEWU Superior Court shall hereby be invested with the powers necessary to ensure that all registered student organizations are fulfilling their obligations and responsibilities as stipulated in the ASEWU Constitution and Bylaws. Those powers shall be limited to:

- A. Formal written warnings;
- B. Discretionary sanctioning;
- C. Restriction of any and/or all privileges of a registered organization;
- D. Loss of ASEWU funding for the remainder of the academic year in question; and
- E. Revocation of recognition as a student organization.

Any registered student organization that does not successfully complete any part of a sanction given to them by the ASEWU Superior Court shall be found in violation of their duties and shall return to the ASEWU Superior Court for further evaluation. The ASEWU Superior Court may grant exceptions to any part of this section in extreme circumstances if probable cause is given by the accused.

SECTION 3: Membership

In addition to all active ASEWU Superior Court members, the ~~advisor~~ Advisor for ~~Campus Programs~~ Student Organizations or designee may act as a non-voting member of the ASEWU Superior Court only when a student organization is called before them.

SECTION 4: Procedure

Any member of the current student body may bring any registered student organization before the ASEWU Superior Court for judgment. Charges on the ASEWU Constitution and Bylaws and all evidence must be submitted in writing to the Chief Justice at least three (3) business days before the next regularly scheduled ASEWU Superior Court meeting in order to ensure a place on the agenda.

To ensure the proper use of ASEWU funds, the ASEWU Council may freeze a student organization's ASEWU-funded account pending the adjudication of a complaint previously filed with the ASEWU Superior Court.

Sanctions issued by the ASEWU Superior Court against a student organization found to be in violation of stated policies and procedures shall not extend past the end of the current academic year unless specifically detailed by the ASEWU Superior Court.

SECTION 5: Due Process

To ensure that the Accused is afforded due process, the Complainant(s) shall be present at the appropriate hearing to give a statement and present evidence. Any Accused registered student organization must be notified of the specific violation(s), in writing, by the ASEWU Superior Court at least three (3) business days before the meeting at which their case shall be heard and be given a copy of all evidence available. Exceptions will be made only with the consent of the Accused.

Any Accused student organization shall be found responsible or not responsible in accordance with a preponderance of evidence.

SECTION 6: Appeals Process

All judgments made by the Superior Court may be overturned by the ASEWU Council with a unanimous vote, as per Article IV, Section VI of the ASEWU Constitution. The appeal must be given to the ASEWU Executive Vice President at ~~least no later than three-five (35)~~ business days after receiving a judgment.

SECTION 7: Rescinded

Bylaw ~~2008-2009~~2015-16/706 is hereby rescinded.

SPONSOR: ~~Samson Hatton~~Raul Sanchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)

BylawBill: 2015-20162018-19/707
Disposition: Passed
Date of Disposition: March 4, 2016
Date Introduced: March 2, 2016

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

SECTION 1: Purpose

As per Article IV of the ASEWU Constitution, the Superior Court shall have the authority to review twice annually the performance of ASEWU Council and Executives.

SECTION 2: Procedure for Cabinet

Twice annually, all appointed members of the ASEWU Cabinet shall be reviewed by a panel of three (3) ASEWU Superior Court Justices. The panel shall consist of two (2) ASEWU Superior Court Justices and the Chief Justice.

These annual reviews shall take place:

- A) ~~At the~~Nearing the end of fall quarter; and
- B) Nearing the end of winter quarter.

All appointed members of the ASEWU Cabinet shall review two (2) officials of the ASEWU. Of these evaluations, the first shall be assigned by the ASEWU Superior Court. The second evaluation will be of an official of the member's choosing. Each member of the ASEWU Cabinet shall also perform a written appraisal of the ASEWU Executive branch as a whole.

The President shall provide the Superior Court Chief Justice with a written appraisal of the members' performances as outlined in Bylaw 103. A schedule of all evaluations shall be posted by the Superior Court Clerk one (1) week prior to the date of evaluation.

The ASEWU Superior Court Justices shall evaluate each cabinet member according to:

- A) The duties outlined in the ASEWU Bylaw 114;
- B) The written evaluations submitted by officials of the ASEWU; and
- C) The written appraisals submitted by the ASEWU President.

A summary of the evaluations of the Cabinet shall be presented at the earliest convenient ASEWU Council meeting following the completion of all evaluations.

SECTION 3: Procedure for Council Representatives

Twice annually, all elected or appointed ASEWU Council Representatives shall be reviewed by a panel of three (3) Superior Court Justices. The panel shall consist of two (2) ASEWU Superior Court Justices and the Chief Justice.

These annual reviews shall take place:

- C) ~~At the~~Nearing the end of fall quarter; and
- D) Nearing the end of winter quarter.

All elected or appointed ASEWU Council Representatives shall review two (2) officials of the ASEWU. Of these evaluations, the first shall be assigned by the ASEWU Superior Court. The second evaluation will be of a member of the representative's choosing. Each ASEWU Council Representative shall also perform a written appraisal of the ASEWU Executive branch as a whole.

The Executive Vice President shall provide the Superior Court Chief Justice with a written appraisal of each representative's performance as outlined in Bylaw 104, Section 6. A schedule of all evaluations shall be posted by the Superior Court Clerk one (1) week prior to the date of evaluation.

The ASEWU Superior Court Justices shall evaluate each representative according to:

- A) The duties outlined in the ASEWU Constitution, Article II;
- B) The duties outlined in ASEWU Bylaw 107;
- C) The monthly written reports submitted by the Council Representative;
- D) The written evaluations submitted by officials of the ASEWU; and
- E) The written appraisals submitted by the Executive Vice President.

A summary of the evaluations of the Council Representatives shall be presented at the earliest convenient ASEWU Council meeting following the completion of all evaluations.

SECTION 4: Procedure for Executives

Twice annually, all elected or appointed ASEWU Executives shall be reviewed by the full ASEWU Superior Court.

These annual reviews shall take place:

- A) ~~At the~~Nearing the end of fall quarter; and
- B) Nearing the end of winter quarter.

The elected or appointed ASEWU President and Director of Finance shall review two (2) officials of the ASEWU. Of these evaluations, the first shall be assigned by the ASEWU Superior Court. The second evaluation will be of a member of the executive's choosing.

The elected or appointed ASEWU Executive Vice President shall review one (1) official of the ASEWU as assigned by the ASEWU Superior Court. This is in addition to individual Council Representatives' evaluations indicated in Bylaw 104.

Prior to the ASEWU Superior Court evaluation, any elected or appointed ASEWU Council Representative shall have the opportunity to submit a letter detailing their evaluation of the Executive up for evaluation. Such letters shall be submitted to the ASEWU Superior Court Chief Justice three (3) business days prior to the evaluation. Anonymous accusations shall not be accepted for consideration by the ASEWU Superior Court. A schedule of the evaluations shall be posted by the ASEWU Superior Court Clerk one (1) week prior to the date of evaluation.

The ASEWU Superior Court Justices shall evaluate the executive members according to:

- A) The duties outlined in the ASEWU Constitution, Article III;
- B) The duties outlined in their corresponding Bylaw (103, 104 or 105);
- C) The monthly written reports submitted by the executive; and
- D) Any letters and all written evaluations submitted by ASEWU Council Representatives and Cabinet.

A summary of the evaluations of the executives shall be presented at the earliest convenient ASEWU Council meeting following the completion of all evaluations.

SECTION 5: Definition of Actions

Following a performance evaluation, the ASEWU Superior Court shall hereby be invested with the powers necessary to ensure that all elected or appointed ASEWU Council members are fulfilling their duties as stipulated in the ASEWU Constitution and Bylaws without a hearing. Those powers shall include one (1) or more of the following actions:

- A. Formal written warnings;
- B. Discretionary sanctioning; and
- C. Retraining by the ASEWU Advisor or designee.

Any person that does not successfully complete any part of a sanction given to them by the ASEWU Superior Court shall be found in violation of their duties and shall return to the Court for further evaluation. The ASEWU Superior Court may grant exceptions to any part of this section in extreme circumstances if probable cause is given by the Accused.

SECTION 65: Due Process

In the event ~~of that one of the following~~ disciplinary actions ~~are taken~~ against any elected or appointed ASEWU ~~r~~Representative, hearings shall be conducted as per Bylaw 704.

- A. Inactive for a designated amount of time not to exceed a quarter without pay; or
- B. Removal from office for non-performance of duties.

SECTION 76: Appeals Process

~~— If an ASEWU Council Representative is not satisfied with the evaluation rendered by the panel of three (3) justices, they may request a review by the full ASEWU Superior Court. Such an appeal shall be submitted in writing within three (3) business days of the original evaluation. The ASEWU Superior Court shall hear any appeal within three (3) business days from the date of the appeal.~~

All judgments made by the ASEWU Superior Court can be overturned by the ASEWU Council with a unanimous vote, as per Article IV, Section VI of the ASEWU Constitution. The appeal must be given to the ASEWU Executive Vice President ~~at least~~ within three (3) business days after receiving a judgment.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1", Tab stops: Not at 0.5"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Normal, Left, No widow/orphan control, Tab stops: 0.5", Left + 6.66", Left

Bill: 2018-19/708
Disposition: _____
Date of Disposition: _____
Date Introduced: _____

An act establishing the performance evaluation power of a review board for justices of the ASEWU Superior Court.

Be it enacted by the ASEWU Council that:

SECTION 1: Purpose

A review board shall be created with one (1) voting member of the ASEWU Council (excluding the executive vice president), the ASEWU president, the and the dean of students or designee to have the authority to review twice annually the performance of the justices of the ASEWU Superior Court.

SECTION 2: Procedure for ASEWU Superior Court Associate Justices

These annual reviews shall take place:

- A) Near the second week of winter quarter; and
- B) Near the second week of spring quarter.

The Chief Justice shall provide the members of the review board with a written appraisal of the associate justices' performances.

The review board shall evaluate each associate justice according to:

- A) The duties outlined in the ASEWU Bylaw 701;
- B) The written evaluations submitted by officials of the ASEWU; and
- C) The written appraisals submitted by the chief justice.

SECTION 3: Procedure for the ASEWU Superior Court Chief Justice

These annual reviews shall take place:

- C) Near the second week of winter quarter; and
- D) Near the second week of spring quarter.

Each associate justice shall provide the members of the review board with a written appraisal of the performances of the chief justice.

The review board shall evaluate the chief justice according to:

- D) The duties outlined in the ASEWU Constitution, Article IV;
- E) The duties outlined in the ASEWU Bylaw 701;
- F) The written evaluations submitted by officials of the ASEWU; and
- G) The written appraisals submitted by the associate justices.

SECTION 4: Definition of Actions

Following a performance evaluation, the review board shall hereby be invested with the powers necessary to ensure that all justices of the ASEWU Superior Court are fulfilling their duties as stipulated in the ASEWU Constitution and Bylaws without a hearing. Those powers shall include one (1) or more of the

following actions:

- A. Formal written warnings;
- B. Discretionary sanctioning; and
- C. Retraining by the ASEWU Advisor or designee.

Any person that does not successfully complete any part of a sanction given to them by the review board shall be found in violation of their duties and shall return to the review board for further evaluation. The review board may grant exceptions to any part of this section in extreme circumstances if probable cause is given by the Accused.

SECTION 5: Due Process

In the event that one of the following disciplinary actions are taken against an ASEWU Superior Court justice, hearings shall be conducted as per Bylaw 702.

- A. Inactive for a designated amount of time not to exceed a quarter without pay; or
- B. Removal from office for non-performance of duties.

SECTION 6: Appeals Process

All judgments made by the review board can be overturned by the ASEWU Council with a unanimous vote. The appeal must be given to the ASEWU executive vice president within five (5) business days after receiving a judgment.

SPONSOR(S): Raúl Sánchez

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)