



**EASTERN**  
WASHINGTON UNIVERSITY

start something **big**

ASSOCIATED STUDENTS OF  
EASTERN WASHINGTON UNIVERSITY

---

**ASEWU REVIEW AND PROPOSAL AGENDA**  
**Thursday, May 16th, 2019**  
**Pence Union Building, Room 207J, 3:30 p.m.**

1. Call to Order
2. Roll Call
  - Connor Attridge, Speaker Pro-tem
  - Sarahi Gutierrez, ASEWU, Academic Affairs
  - Angelica Garcia-Macias, ASEWU, Legislative Affairs
  - Taylor Coffell, ASEWU Superior Court, Clerk
  - Brian Moore, ASEWU, Director of Elections
  - Stacey Reece, SAIL, Director
  - Grace Callahan, ASEWU, Program Support Supervisor
  - Raul Sanchez, ASEWU Superior Court, Chief Justice
3. Unfinished Business
  - a. None
4. New Business
  - a. Bill 2018-19/109
  - b. Bill 2018-19/112
  - c. Bylaw 2010-11/303 – Rescind
  - d. Bylaw 2010-11/309 – Rescind
  - e. Bill 2018-19/103A
  - f. Bill 2018-19/104A
  - g. Bill 2018-19/105A
  - h. Bill 2018-19/114A
  - i. Bill 2018-19/306A
  - j. Bylaw 2012-13/313 – Rescind
5. Announcements
  - a. None
6. Adjournment



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

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

**SECTION 1: Purpose**

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

**SECTION 2: Office Hours**

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

- A. Attendance of events, forums, and/or programs on the university campuses occurring during normal scheduled office hours so long as the ASEWU member is available to students upon request.
- B. Meetings with students, faculty, staff, and administration in the ASEWU offices and student organization suite.
- C. Meetings with students, faculty, staff, and administration outside of the ASEWU offices and student organization suite so long as they are not away from those locations longer than one (1) hour.
- D. Consumption of food and beverages are permitted so long as the ASEWU member continues to work on their ASEWU related tasks.
- E. Use of workstation computers shall comply with the university policy, EWU 901-02: appropriate use of university resources.

Tasks being completed during office hours shall adhere to the office etiquette and rules as agreed upon during the ASEWU fall training for use of office hours. These rules may address but are not limited to the following.

- A. Activities not related to the functions of ASEWU while signed in for office hours, this shall include, but is not limited to, academics, student organizations and other employment of the ASEWU member.
- B. Personal phone calls while signed in during office hours.
- C. Dress attire while in the office.
- D. Guests of elected and appointed members of ASEWU not visiting for ASEWU related business.

**SECTION 3: Other Hours**

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

- A. Attendance of events, forums, and/or programs on the university campuses so long as there is interaction with the general student body or attending to represent ASEWU.
- B. Attendance of university sponsored events, forums, and/or programs outside of the EWU campuses so long as there is interaction with the general student body or attending to represent ASEWU.

- C. Attendance of conferences attending as a representative of ASEWU, limited to the time spent at the main conference events.
- D. Meetings with students, faculty, staff, and administration anywhere on the university campuses representing ASEWU.
- E. ASEWU work sessions, Council meetings, special sessions, committee meetings, and hearings.
- F. University committees, university councils and board meetings representing ASEWU.
- G. Any other meetings pertinent to the ASEWU member's position.
- H. Tasks related to ASEWU business to be completed outside of the university may count towards other hours so long as each instance is approved in the following manner for the following members of ASEWU.
  - 1. Approved by the ASEWU president for the executive vice president, finance vice president and cabinet members.
  - 2. Approved by the ASEWU executive vice president for Council representatives, Council clerk, and Council assistants.
  - 3. Approved by the ASEWU Superior Court chief justice for Court members.

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

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

**SECTION 5: Effective Date of Bylaw**

This bylaw will take effect on June 17, 2019.

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

**COMMITTEE REFERRAL:** Review and Proposal

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

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

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

Bill: 2018-19/112  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act establishing the summer responsibilities for all ASEWU executives and the ASEWU Superior Court chief justice.

Be it enacted by the ASEWU Council that:

**SECTION 1: Purpose**

The ASEWU executives and the ASEWU Superior Court chief justice who are working during the summer shall be responsible for competing tasks in preparation for the incoming elected and appointed members of ASEWU in addition to their general responsibilities.

**SECTION 2: Summer Term**

The summer term shall consist of the Monday after spring quarter ends and up to the Friday before fall quarter begins.

**SECTION 3: ASEWU President**

The ASEWU president shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the summer excluding Fall training (unless prior arrangement has been made with the dean of students or designee). In addition to their requirements as outline in Bylaw 103, they shall be responsible for the following requirements during the summer.

- A. Attend all ASEWU leadership meetings and all planning meetings of fall training.
- B. Communicate with necessary individuals to facilitate training sessions as delegated from the ASEWU leadership meetings and planning meetings for fall training.
- C. Attend designated FirstStep student services fairs and presentations for ASEWU during the summer as agreed upon by the ASEWU executives and chief justice.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU Superior Court chief justice, ASEWU advisor and the ASEWU program support supervisor.
- E. Attend all university homecoming committee planning meetings.
- F. Make temporary appointments of students-at-large to university committees and ensure proper forms are filled out by those students to be presented at the first scheduled ASEWU work session and Council meeting.

**SECTION 4: ASEWU Executive Vice-President**

The ASEWU executive vice-president shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the summer excluding Fall training (unless prior arrangement has been made with the dean of students or

designee). In addition to their requirements as outline in Bylaw 104, they shall be responsible for the following requirements during the summer.

- A. Attend all ASEWU leadership meetings and all planning meetings for fall training.
- B. Communicate with necessary individuals to facilitate training sessions as delegated from the ASEWU leadership meetings and planning meetings of fall training.
- C. Attend all designated FirstStep student services fairs and presentations for ASEWU during the summer as decided upon by the ASEWU executives.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU Superior Court chief justice, ASEWU advisor and the ASEWU program support supervisor.
- E. Attend all university homecoming committee planning meetings.
- F. Prepare training materials for incoming ASEWU Council representatives in regard to the functions of the ASEWU Council meetings and work sessions.
- G. Schedule a special session for the ASEWU Council to approve the appointment of the ASEWU Cabinet members and ASEWU Council clerk to occur the first week of fall training.

#### **SECTION 5: ASEWU Finance Vice-President**

The ASEWU finance vice-president shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the summer excluding Fall training (unless prior arrangement has been made with the dean of students or designee). In addition to their requirements as outline in Bylaw 105, they shall be responsible for the following requirements during the summer.

- A. Attend all ASEWU leadership meetings and all planning meetings for fall training.
- B. Communicate with necessary individuals to facilitate training sessions as delegated from the ASEWU leadership meetings and planning meetings of fall training.
- C. Attend designated FirstStep student services fairs and presentations for ASEWU during the summer as agreed upon by the ASEWU executives and chief justice.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU Superior Court chief justice, ASEWU advisor and the ASEWU program support supervisor.
- E. Attend all university homecoming committee planning meetings
- F. Ensure the work uniform and name tags for all elected and appointed members of ASEWU is ordered and ready prior to fall training.
- G. Prepare presentations of Service and Activates Fees funds for the elected and appointed members of ASEWU and for the first ASEWU student organization meeting for fall quarter.

#### **SECTION 5: ASEWU Superior Court Chief Justice**

The ASEWU Superior Court chief justice shall establish and maintain hours as stated in the ASEWU Bylaws during each week of the summer excluding Fall training provided they intend to work during the summer (unless prior arrangement has been made with the dean of students or designee). In addition

to their requirements as outline in Bylaw 701, they shall be responsible for the following requirements during the summer.

- A. Attend all ASEWU leadership meetings and all planning meetings for fall training.
- B. Communicate with necessary individuals to facilitate training sessions as delegated from the ASEWU leadership meetings and planning meetings of fall training.
- C. Attend designated FirstStep student services fairs and presentations for ASEWU during the summer as agreed upon by the ASEWU executives and chief justice.
- D. Complete biweekly activity reports to be distributed to the ASEWU executives, ASEWU advisor and the ASEWU program support supervisor.
- E. Plan the training sessions for *Roberts Rules of Order, Newly Revised*, mock council meeting, and use of university resources.
- F. Review extensively the *Roberts Rules of Order, Newly Revised* and prepare a document with guidelines pertaining to motions for the newly elected member of ASEWU.
- G. Prepare an electronic packet containing all necessary materials for committee meetings to include, but not limited to, an agenda template, minutes template, guide on posting minutes to the ASEWU website and Eaglesync and provide guidelines of scheduling through the designated email system.
- H. Compile the completion of summer hours of ASEWU members.
- I. Review the ASEWU Superior Court Standing Rules and Judicial Forms to ensure they comply with the ASEWU Constitution and Bylaws and make any recommendations of changes at the next ASEWU Superior Court meeting.

**SPONSOR:** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

---

ASEWU Executive Vice President      Date

---

ASEWU President      Date

---

ASEWU Speaker Pro Tem      Date  
(Veto override)





Bylaw: 10-11/303  
Disposition: Passed  
Date of Disposition: May 31, 2011  
Date Introduced: May 23, 2011

An act relating to the ASEWU Graduate Student Senate.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Purpose**

A Graduate Student Senate, hereafter referred to as GSS, shall be established to:

- A. Voice concerns regarding graduate students to the ASEWU Council.
- B. Recommend legislation related to graduate student advancement
- C. Enhance and encourage cooperation and association within the graduate community.
- D. Disburse/allocate funds budgeted by ASEWU to programs who have applied and been approved for grants for the purposes of research and conference attendance.

### **SECTION 2: Membership**

The voting membership of the GSS shall consist of:

- A. President of the GSS
  - a. Shall be appointed by the ASEWU Council.
  - b. President of the GSS will be the liaison between the GSS and ASEWU Council.
- B. Vice President of the GSS
  - a. Shall be appointed by the GSS from the student-at-large membership of senators.
  - b. Will act as intern president of the GSS if the President cannot be present during the meetings.
- C. Additional services shall be supplied by the ASEWU Council
- D. Representatives from each college.
- E. Each of the four major colleges will have up to 3 student senators to represent the programs listed underneath them.
  - a. The Colleges will be responsible for supplying the student senators.
    - i. The Colleges can choose from any of the programs listed underneath them.
- F. GSS Service Reward System
  - a. In order to reward outstanding service to the graduate students of Eastern Washington University, a service reward system will consist of the following levels.
    - i. Recognized Senator – 26-35 logged hours of service/academic year.
    - ii. Senator with Honors – 36-45 logged hours of service/academic year.
    - iii. Exemplary Senator – 46+ logged hours of service/academic year.

- b. Service recognition certificates will be awarded to senators who reach any of the previously listed service goals.

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

- A. The Vice Provost for Graduate Education, Research, Academic Planning & Evaluation, or designee,
- B. The Associate Dean of Student Life, or designee and
- C. The President of the GSS
  - a. In the event of a tie, the President of the GSS can initiate a "tie break" vote.

### **SECTION 3: Vacancy**

In the event of a senator seat vacancy it will be the responsibility of that specific college to fill the vacated seat

### **SECTION 4: Action**

No official action shall be taken during any meeting of GSS without the presence of a quorum. Quorum shall consist of a simple majority of the GSS voting members, as per Article IV Section IV of the ASEWU Constitution.

### **SECTION 5: President**

The President of the GSS shall be appointed by the ASEWU Council, and he/she shall:

- A. Ensure the GSS is running efficiently and meeting the required number of times per quarter;
- B. Vote only in case of a tie;
- C. Present, in person to the ASEWU Council on a monthly basis (excluding summer quarter); and
- D. Submit an official GSS report to the ASEWU Council at least twice a month (excluding summer quarter).

### **SECTION 6: Meetings**

The GSS shall meet no less than twice a month, excluding summer quarter and finals week, and as necessary.

### **SECTION 7: Responsibilities**

The GSS shall provide recommendations or concerns to the ASEWU Council on behalf of graduate students. The GSS will represent graduate students' needs and concerns to administration and the university at large.

It is the responsibility of the GSS to support student advocacy, information dissemination, community building and student-governance. The GSS shall serve to advocate for the rights of graduate students in regards to ASEWU legislation. It shall also be the GSS's responsibility in receiving, reviewing, and acting on proposals or concerns presented by graduate students. The GSS shall initiate, develop, and recommend changes to bylaws or proposed legislation on

behalf of graduate students. The GSS will also work to advance graduate student education by granting funds in appropriate cases to graduate departments and students for the purposes of research and attending conferences. Departments requesting such funds will need to attend a GSS meeting and present their case for such additional funding. Funding will be granted on a case by case basis.

The GSS shall fund the above responsibilities with a budget designated to them by the ASEWU council at the beginning of each school year.

**SECTION 8: Reports**

The President's reports to the ASEWU Council shall consist off the GSS general report as well as reports from the colleges.

Graduate Student Senators will be responsible for bringing reports from their colleges once per month to the GSS.

**SECTION 9: Governing Documents**

The GSS shall adopt and ratify their Constitution given to them by the ASEWU.

**SECTION 10: Removal of Members**

- A. If a college wants new representation (replacing a general member), it shall submit a form of removal to the Vice Provost for Graduate Education, Research, Academic Planning & Evaluation, the Associate Dean of Student life, and the GSS President for review.
  - a. To remove a general member the Vice Provost for Graduate Education, Research, Academic Planning & Evaluation, The Associate Dean of Student life, and the GSS President must have a 2/3 vote.
- B. The GSS President can be removed with a 2/3 vote from the GSS and then a unanimous vote from the ASEWU Council.

**SPONSORS:** Brett Hensley and Justin Terry

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

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

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



Bylaw:	<u>2017-18/309</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 24, 2018</u>
Date Introduced:	<u>May 22, 2018</u>

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

### **SECTION 1: Purpose**

An Intramural Advisory Council (IAC) shall be established to regulate all governing policies for the intramural program. The IAC shall have supervision over all matters concerning intramurals and shall be responsible to the ASEWU Council.

### **SECTION 2: Membership**

The membership of the IAC shall consist of:

- A. Five (5) student at-large appointed by the ASEWU president with the advice and consent of the ASEWU Council;
- B. Two (2) faculty members appointed by the Faculty Senate;
- C. One (1) administrator appointed by the vice president of student affairs;
- D. The director of the Intramural Program; and
- E. The ASEWU athletic affairs and university advancement Council representative shall serve as the chair.

All of the above members shall have full voting rights. The chairperson shall serve for a one (1) year term and may be removed by a two-thirds (2/3) vote of the IAC. Any student member of the IAC may be removed from the council for failure to meet their responsibilities upon recommendation of the IAC chairperson and two-thirds (2/3) approval of the ASEWU Council.

### **SECTION 3: Vacancy**

Upon the occurrence of a vacant student at-large position, the ASEWU Council can approve a qualified ASEWU appointed official to fill that position until a qualified at-large student applies. Upon appointment of an at-large student, the ASEWU official shall relinquish their committee position.

### **SECTION 4: Responsibilities**

The responsibilities of the IAC shall be to:

- A. Exercise general supervision of the intramural program;
- B. Be responsible for general supervision over all rules, regulations, and policies for intramural activities;
- C. Be the budgetary agent for the intramural program;
- D. Serve as the agent between the ASEWU Council and the Intramural Program; and
- E. Hear, investigate, and render decisions concerning all complaints relative to intramurals and brought before the IAC.

**SECTION 5: Appeals**

All appeals regarding the decisions of the IAC shall be processed in one (1) of the following manners:

- A. Appeals regarding the IAC decisions concerning budgets, activities offered, revenues, and general management shall be presented to and heard by the ASEWU Council; and
- B. Disciplinary action appeals shall be processed through the regular university disciplinary procedures.

**SECTION 6: Rescinded**

Bylaw 2012-13/309 is hereby rescinded.

**SPONSOR:** Ramon Sanchez

**COMMITTEE REFERRAL:** Review and Proposal

Rescinded

 5/30/18  
 \_\_\_\_\_  
 ASEWU Executive Vice President Date

 5/30/18  
 \_\_\_\_\_  
 ASEWU President Date

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

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

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

### **SECTION 1: Constitution**

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

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

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

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

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

- A. At least ten (10) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office; between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office and/or between the hours of 8:00 a.m. and 8:00 p.m. at the student organization suite on the Cheney campus.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and six (6) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer quarter).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU president is expected to maintain and document these hours during the summer.
- F. The ASEWU president shall be required to hold four (4) office hours at the EWU Spokane Campus per quarter (excluding summer quarter). These office hours may take place in a form of tabling sessions.
- G. They shall attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer quarter) that the president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.

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

### **SECTION 4: Reports**

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 9: Rescinded**

Bylaw 2018-19/103 is hereby rescinded.

**SPONSOR:** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

---

ASEWU Executive Vice President      Date

---

ASEWU President      Date

---

ASEWU Speaker Pro Tem      Date  
(Veto override)

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

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

### **SECTION 1: Constitution**

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

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

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

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

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

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

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

- A. At least twelve (12) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office, between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office, and/or between the hours of 8:00 a.m. and 8:00 p.m. at the student organization suite on the Cheney campus.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and at least eight (8) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer quarter).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU executive vice president is expected to maintain and document these hours during the summer.
- F. The ASEWU executive vice president shall be required to hold four (4) office hours at the EWU Spokane Campus per quarter (excluding summer quarter). These office hours may take place in a form of tabling sessions.
- 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, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court Chief Justice in written form.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 9: Rescinded**

Bylaw 2018-19/104 is hereby rescinded.

**SPONSOR:** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

---

ASEWU Executive Vice President      Date

---

ASEWU President      Date

---

ASEWU Speaker Pro Tem      Date  
(Veto override)

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

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

**SECTION 1: Constitution**

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

**SECTION 2: Meeting Attendance & Responsibilities**

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

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

- O. Meet monthly with the ASEWU Superior Court chief justice to receive assistance and review requirements as outline in the ASEWU Constitution and Bylaws.

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

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

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

- A. At least twelve (12) of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office, between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office, and/or between the hours of 8:00 a.m. and 8:00 p.m. at the student organization suite on the Cheney campus.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and eight (8) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Council by the second meeting of the quarter (excluding summer quarter).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter.
- E. The ASEWU finance vice president is expected to maintain and document these hours during the summer.
- F. The ASEWU finance vice president shall be required to hold four (4) office hours at the EWU Spokane Campus per quarter (excluding summer quarter). These office hours may take place in a form of tabling sessions.
- G. Attend no less than two (2) non-ASEWU hosted events per quarter that the finance vice president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court Chief Justice in written form.

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

### **SECTION 4: Reports**

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 7: Duty Performance**

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

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

**SECTION 8: Rescinded**

Bylaw 2018-19/105 is hereby rescinded.

**SPONSOR:** Alicia Decker and Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

---

ASEWU Executive Vice President      Date

---

ASEWU President      Date

---

ASEWU Speaker Pro Tem      Date  
(Veto override)

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

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

### **SECTION 1: Purpose**

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

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

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

The cabinet member shall be responsible for the following items.

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

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

### **SECTION 3: Responsibilities of Legislative Liaison**

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

The cabinet member shall be responsible for the following items.

- A. Attend all meetings of the Washington Student Association (WSA) unless prior consent is given by the ASEWU Council.
- B. Attend all meetings of the ASEWU Student Legislative Action Committee (SLAC) when not in Olympia.
- C. Prepare and research issues/matters of concern to students regarding state legislative matters.
- D. Lobby on the behalf of students of the university.
- E. In coordination with the ASEWU president and the ASEWU legislative affairs representative, create a legislative agenda for the ASEWU.
- F. Submit at least one (1) legislative update article to the campus newspaper.

- G. Submit a monthly report to the ASEWU president and the ASEWU Council summarizing the following items.
  - 1. ~~Who~~Whom they met with.
  - 2. Appointments, highlighting higher education committee meetings.
  - 3. Issues requiring immediate action.
  - 4. Any other significant information.
- H. During the legislative session, report biweekly and as necessary to the ASEWU president, the ASEWU legislative affairs representative, and the ASEWU Council clerk in a ~~form~~format agreed upon between each of them.
- I. Meet regularly with the ASEWU legislative affairs representative, WSA liaisons and the ~~University's~~university's designated legislative lobbyist.
- J. Prepare an end-of-session final report to be submitted no later than the last ~~council~~Council meeting of the academic year. This shall include recommendations for the next year's session to include recommended lobbying practices during the fall quarter in anticipation of the legislative session.
- K. Attend at least one (1) ASEWU Council meeting per quarter (excluding winter quarter).
- L. Attend all regular ASEWU trainings, workshops, ~~and~~retreats and special events as voted upon by the ASEWU Council (excluding winter quarter).
- M. Attend all ASEWU Cabinet meetings (excluding winter quarter).
- N. Assist with one (1) ASEWU tabling event each quarter (excluding winter quarter).
- O. Other duties as assigned by the ASEWU ~~executives~~president and the ASEWU legislative affairs representative.

#### **SECTION 4: Responsibilities of Media and Graphic Designer**

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

The cabinet member shall be responsible for the following items.

- A. Prepare media and graphic materials to advertise student government meetings, forums, activities, programs and the yearly student body elections in a timely manner.
- B. Review, ~~develop, and~~develop and keep record of all completed graphic design request forms submitted by members of the ASEWU.
- C. Collaborate with the ASEWU director of elections to complete all ASEWU elections related media and graphic materials at least two (2) weeks prior to each the events.
- D. Ensure that the ASEWU public relations specialist and the ASEWU program support supervisor receives all completed ASEWU media and graphic materials requested by ASEWU members.
- E. Establish and communicate to ASEWU members and student organizations a process to request media and graphic materials with a reasonable deadline.
- F. Serve on at least one (1) ASEWU committee during the academic year and attend all meetings of that committee.
- G. Provide assistance to student organizations in advertising ~~these~~their organizations' programs, events and activities.

- H. Attend at least one ASEWU student organization meeting per quarter to promote the services of advertising materials.
- I. Attend at least one (1) ASEWU Council meeting per quarter.
- J. Attend all regular ASEWU trainings, workshops, ~~and~~ retreats and special events as voted upon by the ASEWU Council.
- K. Attend all ASEWU Cabinet meetings.
- L. Assist with one (1) ASEWU tabling event each quarter.
- M. Other duties as assigned by the ASEWU executives.

## **SECTION 5: Responsibilities of Public Relations Specialist**

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

The cabinet member shall be responsible for the following items.

- A. Prepare and distribute at least one (1) written press release on a monthly basis and as necessary. ~~That~~ The press releases should include the actions, activities, programs, legislative concerns and issues addressed by the ASEWU Council. These press releases ~~should~~ may also include programs and concerns presented by ASEWU registered student organizations and the activities of the EWU Board of Trustees which directly or indirectly affect the general student population.
- B. Meet at least two (2) times per quarter with *The Easterner* and the ~~Director~~ director of ~~Communications~~ communications and ~~Media~~ media Relations relations.
- C. Communicate at least one (1) time per quarter with the ~~Associate~~ associate ~~Vice~~ vice ~~President~~ president of ~~Strategic~~ strategic ~~Communications~~ communications and ~~Marketing~~ marketing or designee.
- D. Communicate ~~at least one (1) time per quarter~~ as nessesary necessary with each of the following media outlets.
  - 1. *The Cheney Press.*
  - 2. *The Spokesman Review.*
  - 3. *The Inlander.*
  - 4. The KEWU (campus radio station).
  - 5. Any local area television and radio stations as needed.
- E. Attend the following meetings, events, and programs, and reporting pertinent report pertinent information through press releases.
  - 1. ASEWU student organization meetings.
  - 2. University-sponsored forums regarding students.
  - 3. Other meetings as determined by the ASEWU executives.
- F. Serve as chair of the ~~Public Relations Committee and meet at least two (2) times a quarter~~ ASEWU School Spirit and Traditions committee.
- G. Keeping an accurate, complete, up-to-date file of "Work Completed Forms" and "Publicity Request Forms", proof all finished projects and approve all submitted "Publicity Request Forms."
- H. Investigate, research, and implement other methods to inform better the student population and the campus community about the activities and projects of the ASEWU.
- I. Maintain and update the ASEWU website on a weekly basis.

- J. Maintain and monitor social media efforts (Facebook, Twitter, etc.).
- K. Collaborate with event coordinators of ASEWU events regarding the promotional process.
- L. Collaborate with the ASEWU program support supervisor to create table tent displays for ASEWU activities and events as requested.
- M. Create and post all information to the ASEWU social media sites and other electronic forms of communication at least one (1) week prior to the events.
- N. Create and schedule one (1) ~~opportunitiy~~opportunity per quarter for ASEWU to meet and greet students in the residence halls.
- O. Support in advertising the events of student organizations through the use of social media platforms.
- P. In collaboration with the ASEWU program support supervisor, ensure that all media and graphics materials received by the ASEWU media and graphic designer and ASEWU members are distributed in the form of flyers, ~~and~~ posters and/or sandwich boards throughout campus in a timely manner.
- Q. Attend and/or send a designee to set up and manage the live-stream equipment for all ASEWU Council meetings, work sessions and special sessions.
- R. Attend all regular ASEWU trainings, workshops, ~~and~~ retreats and special events as voted upon by the ASEWU Council.
- S. Attend all ASEWU Cabinet meetings.
- T. Attend two (2) ASEWU tabling events each quarter (excluding summer quarter).
- U. Other duties as assigned by the ASEWU executives.

## **Section 6: Responsibilities of the EWU Spokane Campus Liaison**

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

The cabinet member shall be responsible for the following items.

- A. Meet at least (3) times per quarter with the ASEWU graduate affairs representative, director of Student Services Spokane, and the ~~Advisor~~ advisor of ~~Campus-campus Programs-programs~~ at EWU Spokane.
- B. Maintain communication with the ASEWU ~~s~~Student ~~A~~activities representative regarding ASEWU student organizations and programs.
- C. Assist the ASEWU ~~Graduate-graduate Affairs-affairs~~ representative in hosting ~~quarterly~~ all events open to all students at the EWU Spokane Campus.
- D. Coordinate and/or collaborate on at least one (1) service or event per quarter (excluding summer quarter) on the EWU Spokane ~~e~~Campus.
- E. Meet and/or communicate with the Associated Students of Washington State University-Spokane (ASWSU-S) and work to maintain the relationship between ASEWU and ASWSU-S.
- F. In partnership with the ASEWU public relation specialist, investigate, research and implement other methods to ~~better~~ inform better the general

- student population and the EWU Spokane ~~campus~~ Campus community about the activities and projects of ~~the~~ student government.
- G. Collaborate with the public relations specialist to have all media and graphics materials received for ASEWU events for the EWU Spokane eCampus distributed in the form of flyers and posters throughout the Spokane eCampus in a timely manner.
  - H. Report bi-weekly updates to the ASEWU Council about the activities and projects of the EWU Spokane ~~campus~~ Campus.
  - I. Attend at least one (1) ASEWU Council meeting per quarter.
  - J. Attend all regular ASEWU trainings, workshops, ~~and~~ retreats and special events as voted upon by the ASEWU Council.
  - K. Attend all ASEWU ~~C~~cabinet meetings.
  - L. Assist with one (1) ASEWU tabling event each quarter.
  - M. Other duties as assigned by the ASEWU ~~executives~~ president and ASEWU graduate affairs representative.

### **SECTION 7: Responsibilities of Executive Assistant**

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

The cabinet member shall be responsible for the following items.

- A. Meet once a month and as necessary with the ASEWU president, ASEWU finance vice president, and ASEWU executive vice president.
- B. Submit to the ASEWU president a final written report to summarize all projects assigned to them by the last ASEWU Work-work Session ~~session~~ of spring quarter.
- C. Maintain a file of all pertinent and/or permanent information pertaining to the operations of the executive assistant.
- D. Conduct research on assigned topics by the ASEWU executives.
- E. Maintain the calendar of the ASEWU executives and schedule meetings on their behalf.  
~~Coordinate and/or collaborate on at least one (1) service or event per quarter (excluding summer quarter) on the EWU Spokane campus.~~
- F. Participate in ~~a~~ the university traditions and spirit committee.
- G. Attend at least one (1) ASEWU Council meeting per quarter.
- H. When necessary, attend as a designee to set up and manage live-stream equipment for all ASEWU Council meetings, work sessions and special sessions in the absence of the ASEWU public relations specialist.
- I. Attend all regular ASEWU trainings, workshops, ~~and~~ retreats and special events as voted upon by the ASEWU Council.
- J. On a quarterly basis, serve on at least one (1) university committee at the discretion of the ASEWU president.
- K. Schedule ~~monthly biweekly~~ cabinet meetings with the ASEWU president.
- L. Assist the director of elections with coordinating candidacy information sessions and all events related to the ASEWU elections.
- M. Attend all ASEWU cabinet meetings.
- N. Assist with two (2) ASEWU tabling events each quarter.



- O. Take on the responsibilities of either the ASEWU public relations specialist or the EWU Spokane liaison if one of these cabinet positions are vacant.
- P. Other duties as assigned by the ASEWU executives.

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

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

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

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

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

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

### **SECTION 9: Reports**

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

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

- E. For the ASEWU legislative liaison, all activities during the legislative session.
- F. Other information, comments, etc. pertinent to ASEWU and/or department.

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

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

#### **SECTION 10: Exceptions**

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

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

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

#### **SECTION 11: Appointment**

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

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

#### **SECTION 12: Effective Date**

This bylaw will take effect on June 17, 2019.

#### **SECTION 13: Rescinded**

Bylaw 2018-19/114 is hereby rescinded.

**SPONSORS:** Raúl Sánchez

**COMMITTEE REFERRAL:** Review and Proposal

---

ASEWU Executive Vice President      Date

---

ASEWU President      Date

---

ASEWU Speaker Pro Tem      Date  
(Veto override)

Bylaw: 2018-19/306A  
Disposition: \_\_\_\_\_  
Date of Disposition: \_\_\_\_\_  
Date Introduced: \_\_\_\_\_

An act relating to the School Spirit and Traditions Committee.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Purpose**

The purpose of the ASEWU spirit and traditions committee is to present opportunities for the discussion and recommendations of traditions and school spirit; to clarify the definition of tradition; to serve as an advisory committee to the vice president of Students Affairs; and to move forward as a unified front on all aspects of school spirit. This committee will be the record keeper of past and current traditions as the culture of the university continues to change to adapt to the needs of the students.

### **SECTION 2: Membership**

The membership of the committee shall consist of the following.

- A. Three (3) to five (5) students at large appointed by the ASEWU president with the advice and consent of the ASEWU Council.
- B. ~~Two (2)~~ One (1) resident hall community advisors.
- C. The ASEWU athletic affairs and university advancement representative.
- D. ~~An ASEWU cabinet member or ASEWU Council Representative.~~ The ASEWU public relations specialist.
- E. The ASEWU president.

The non-voting membership of the committee shall consist of the following.

- A. One (1) alumni of the university.
- B. One (1) member of the Cheney community.
- C. The athletic director or designee.
- D. Vice president of Student Affairs or designee.
- E. Any other student and university member who wants to attend the committee meetings.

### **SECTION 3: Chairpersons**

The chairpersons for the ASEWU School Spirit and Traditions Committee shall be the ASEWU president and the ASEWU public relations specialist ~~one (1) ASEWU cabinet member or Council representative~~. The chairpersons shall be responsible for the following requirements.

- A. Chair all ASEWU School Spirit and Traditions Committee meetings.
- B. Ensure accurate records are being kept that include, but are not limited to, official definitions of where and when university traditions take place, historical events and photographs.
- C. Bring pertinent materials and information to meetings.
- D. Present a report to the ASEWU Council on a monthly basis.
- E. Communicating with members about their activities, future projects, and other appropriate/applicable information pertinent to the Public Relations Committee.

- F. Schedule one (1) tabling opportunity per quarter for the Public Relations Committee.
- G. The ASEWU public relations specialist retains their voting rights and the ASEWU president votes only in the event of a tie.

**SECTION 4: Meetings**

The committee shall meet no less than once (1) a month during the academic year (excluding summer quarter).

**SECTION 5: Voting**

Quorum for the ASEWU Spirit and Traditions Committee is a majority of its voting members. Vacant positions shall not be included ~~in the voting rightstowards~~ quorum.

**SECTION 6: Responsibilities**

The committee shall be responsible for the following requirements.

- A. Promote and educate student, faculty, staff and community members on the history and current accomplishments of the EWU community.
- B. Advise, promote and provide support for ideas to athletics, ASEWU, administration, Alumni Association, and any other related organization that pertain to traditions of the university.
- C. Solicit input from students, staff and faculty on different ideas and issues related to promotion, spirit and tradition.
- D. Identify and promote events on campus that relate to the community that build university spirit and tradition.
- E. Perform other duties as assigned by the Spirit and Traditions Committee.

**SECTION 7: Vacancy**

Upon the occurrence of a vacant student at large position, the ASEWU Council can approve an ASEWU appointed official to that position until a qualified student at large applies. Upon appointment of a student-at-large, the ASEWU official shall relinquish their committee position.

**SECTION 8: Removal of Members**

Any student at large member of the ASEWU Spirit and Traditions Committee may be removed from the committee for failure to meet their responsibilities by a resolution from the ASEWU Spirit and Traditions Committee that is approved by two-thirds ( $\frac{2}{3}$ ) vote of the ASEWU Council.

**SECTION 9: Rescinded**

Bylaw 2018-19/306 is hereby rescinded.

**SPONSOR:** Dante Tyler and Brian Moore.

**COMMITTEE REFERRAL:** Review and Proposal

---

ASEWU Executive Vice President          Date

---

ASEWU President                                  Date

---

ASEWU Speaker Pro Tem                      Date  
(Veto override)



Bylaw: 2012-13/313  
Disposition: Passed  
Date of Disposition: June 6, 2013  
Date Introduced: May 29, 2013

An act establishing the Public Relations Committee.  
Be it enacted by the ASEWU Council that:

### **SECTION 1: Purpose**

The Public Relations Committee shall be established to provide high quality marketing and publicity for the ASEWU Council and ASEWU registered clubs and organizations. The committee shall be used as a source for developing, designing and assisting with promotional, marketing, and advertisement work as requested by a client.

A client is a member of the ASEWU Council or any ASEWU registered club or organization that has submitted a "Publicity Request Form" to the Public Relations Committee.

### **SECTION 2: Membership**

The membership of the Public Relations Committee shall consist of:

- A. The ASEWU Communication and Media Relations Specialist, hereafter referred to as the chair and
- B. Five (5) students-at-large appointed by the ASEWU President with the advice and consent of the ASEWU Council.

All members except the chair shall have full voting rights. In the case of a tie, the chair shall cast the deciding vote.

### **SECTION 3: Duties of the Chair**

The chair shall be responsible for:

- A. Chairing all Public Relations Committee meetings;
- B. Serving as the liaison between the committee and the ASEWU Council;
- C. Communicating with members about their activities, future projects and other appropriate/applicable information pertinent to the Public Relations Committee;
- D. Revising all "Publicity Request Forms" and "Work Completed Forms" with the advice and consent of the committee; and
- E. Approving all submitted "Publicity Request Forms."

### **SECTION 4: Duties of the Members**

The Committee members shall be responsible for:

- A. Attending all scheduled Public Relations Committee meetings and providing an update detailing their activity, future projects and progress, except where deemed excusable by the chair;
- B. Completing "Work Completed Forms" when projects are completed and returning it to the chair;
- C. Attending a minimum of one (1) ASEWU Council meeting a month;



- D. Delegating and designing promotional, publicity, and marketing advertisement as requested by the client;
- E. Keeping an accurate, complete, up-to-date file of "Work Completed Forms" and "Publicity Request Forms";
- F. Proofing all finished projects; and
- G. Performing other additional responsibilities as assigned.

**SECTION 5: Vacancy**

Upon the occurrence of a vacancy, with the exception of the chair, the position will be advertised by the chair.

**SECTION 6: Meetings**

The Public Relations Committee shall meet as deemed necessary by the chair.

**SECTION 7: Removal of Members**

Any member of the Public Relations Committee may be removed from the committee or found to meet his/her responsibilities by a resolution from the Public Relations Committee that is approved by two-thirds (2/3) vote of the ASEWU Council.

**SECTION 8: Publicity Time Frame**

In order for the highest quality publicity to be assured, the client should be advised that a maximum of twenty (20) working days is required for completion of the final publicity if there are no delays on the part of the client.

**SECTION 9: Incurred Debts**

The Public Relations Committee is responsible for designing, developing and distributing what is being requested by the client on the "Publicity Request Form." The Public Relations Committee is not responsible for any cost or fees incurred with fulfilling the publicity request.

**SECTION 10: Rescinded**

Bylaw 2005-06/313 is hereby rescinded.

**SPONSOR(S):** James Reisenauer

**COMMITTEE REFERRAL:** Review and Proposal

Justin Fells 6/7/13  
ASEWU Executive Vice President Date

Rebecca Howell 6/7/13  
ASEWU President Date

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