

Article III: Executive

- I. The executive powers of the ASEWU president, executive vice president and the finance vice president shall be vested in the ASEWU executives and may not be transferred.
- II. The purpose of the ASEWU executives is to act in a manner that is in the best interest of the ASEWU. The executives shall have the responsibility of enforcing approved ASEWU Council legislation, ASEWU Superior Court decisions and its cabinet.
- III. Membership
 - A. The ASEWU president, executive vice president, and finance vice president shall compose the ASEWU executive branch of student government.
 - B. The ASEWU executives shall be members of the ASEWU Council and shall have all the rights and responsibilities of an ASEWU representative (see Article II, Sections IV, V, and VI). However, the ASEWU president and finance vice president shall not have voting rights.
 - C. No ASEWU executive shall simultaneously hold an ASEWU representative position or seat on the ASEWU Superior Court.
- IV. ASEWU President
 - A. The ASEWU president, serving as an ASEWU Council member, shall act as the chief executive officer and representative spokesperson on behalf of the ASEWU Council.
 - B. The ASEWU president shall be responsible for executing ASEWU Council and judicial decisions.
 - C. The ASEWU president may veto any legislative bill, supplemental budget passed by the ASEWU Council within five (5) working days of passage, or any decisions that the ASEWU Council has voted upon regarding executive appointments.
 - D. The ASEWU president must sign or veto all legislation within five (5) working days of its passage.
 - E. The ASEWU president may create cabinet positions and appoint cabinet officers with the advice of the ASEWU Council. These cabinet members shall serve at the ASEWU president's discretion, provided that the budget can accommodate these roles and the expense has been approved. Should the ASEWU president leave office before expiration of term, these cabinet officers will serve for the remainder of the quarter in which the president leaves office. At this time, the replacement for the position of ASEWU president may appoint/reappoint cabinet officers, with the advice and consent of the ASEWU Council.
 - F. The ASEWU president shall make appointments in an expeditious manner with the advice and consent of the ASEWU Council.
 - G. The ASEWU president or his/her designee shall supervise all ASEWU elections and shall be responsible for validating all positions.
- V. ASEWU Executive Vice President
 - A. The ASEWU executive vice president shall chair the ASEWU Council.
 - B. The ASEWU executive vice president shall prepare the agenda for and chair meetings of the ASEWU Council; shall call meetings of the ASEWU Council to

This document is contained in the ASEWU Constitution. This article represents only one section of that document. It was approved by the general student population during the ASEWU primary elections on April 9-11, 2019 and ratified by the ASEWU Council on April 18, 2019. Approval by the EWU Board of Trustees was on October 4, 2019.

order; shall prepare a schedule of all regular meetings for fall, winter, and spring quarters with the advice and consent of the ASEWU Council.

- C. The ASEWU executive vice president shall appoint a Council clerk, with the advice and consent of the ASEWU Council.
- D. The ASEWU executive vice president shall be responsible for all administrative matters of the ASEWU Council.
- E. The ASEWU executive vice president shall have voting rights in Council for the purpose of breaking a tie between the representative members, when necessary.
- F. The ASEWU executive vice president shall assume the duties of the ASEWU president during the president's absence or disability.
- G. The ASEWU executive vice president shall assume other duties as delegated by the ASEWU president.

VI. ASEWU Finance Vice President

- A. The ASEWU finance vice president shall be a member of the ASEWU Council.
- B. ASEWU finance vice president shall be responsible for the management of all ASEWU money and properties.
- C. ASEWU finance vice president shall supervise all expenditures of ASEWU funds.
- D. ASEWU finance vice president shall be a voting member and chair the finance committee of the ASEWU Council.
- E. ASEWU finance vice president shall present to the ASEWU Council a detailed financial statement each month summarizing ASEWU funds for that month.
- F. ASEWU finance vice president shall publish an annual budget book summarizing the upcoming year's budget requests and recommendations as well as budget requests and the budgeted amounts for the past five (5) years.
- G. ASEWU finance vice president shall assume other duties delegated by the ASEWU president.

VII. Academic Requirements for an Executive Officer

- A. Candidates and/or applicants for an ASEWU executive officer position (ASEWU president, ASEWU executive vice president and ASEWU finance vice president) shall have prior to taking office and maintain while in office at least a 2.5 cumulative grade point average at the university. In addition, candidates and/or applicants for an executive position must have successfully completed a minimum of three (3) quarters as a full-time student at a higher education institution and must have successfully completed at least one (1) quarter as a full-time student at EWU immediately prior to the election and/or appointment to office.
- B. During tenure in office, each executive officer shall be enrolled in six (6) credit hours at the university and maintain a minimum 2.5 cumulative grade point average.

VIII. Terms

- A. The terms of the ASEWU president, executive vice president, and finance vice president shall be for one (1) year, taking office the last day of spring quarter.

IX. Vacancies

- A. In the case of a vacancy in the ASEWU president role, the ASEWU executive vice president shall assume the office of the ASEWU president to serve with full authority and power for the remainder of the unexpired term.
- B. In the case of vacancy in the ASEWU executive vice president role, the ASEWU speaker pro tem shall assume the office of the ASEWU executive vice president to

serve with full authority and power for the remainder of the unexpired term. Should a speaker pro tem not be selected at the time, the senior ASEWU representative (time in office determined) shall serve. Should this scenario fail, then the lowest seated ASEWU representative (i.e. Position #1, then Position #2, etc.) will serve as the interim until a replacement for the executive vice president and speaker pro tem positions will be voted upon by the ASEWU Council. This action will be in accordance with Article II, Section VI, letter K of this constitution.

- C. In the case of a vacancy in the office of the ASEWU finance vice president, the ASEWU president shall appoint, with a three-fourths ($\frac{3}{4}$) vote approval by the ASEWU Council, an ASEWU member to assume the office of ASEWU finance vice president to serve with full authority and power for the remainder of the unexpired term.

Bylaw:	<u>2019-20/105A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>May 28, 2020</u>
Date Introduced:	<u>May 26, 2020</u>

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 and 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 meetings of the ASEWU Finance Committee and shall serve as the chair of this committee.
- C. Attend all meetings of the Services and Activities 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 meetings of the Student Transportation Fee Committee.
- E. Attend all meetings of the Student Technology Fee Committee.
- F. Sit as the student representative at all of the University Budget Committee meetings.
- G. Meet monthly with the director for Budget and Administrative Services or designee.
- H. Communicate monthly, and as necessary, with a member of the Student Accounting office for updates regarding supplemental budget requests approved by the ASEWU Council.
- I. Meet monthly with the dean of students or designee and communicate weekly about the financial expenditures of the ASEWU.
- J. Collaborate with the ASEWU student activities representative to provide an update regarding the status of points each student organization has prior to the first ASEWU student organization meeting of each quarter (excluding summer term).
- K. Meet with a representative of each new student organization once established should those members reach out or are referred by the Student Activities Involvement and Leadership (SAIL) office.
- L. Attend the first ASEWU student organization meeting during each quarter and give an informational report on how student organizations are able to receive funding.
- M. Meet with each student or student organization who has been approved for supplemental/co-sponsorship funding from the ASEWU and educate them about the process of receiving those funds and informing them that they must present on the benefits of use of allocated funds at the next

- available ASEWU Council meeting following their funded event or conference.
- N. Seek approval of the ASEWU Council prior to submission of the Services and Activities Fee Committee budget proposal for the following fiscal year.
 - O. Requests for co-sponsorship with the ASEWU Council, both monetarily and through assistance, must be formally presented by those seeking co-sponsorship.
 - P. Prepare and distribute all supplemental budget requests that have been submitted at least twenty-four (24) hours prior to the next scheduled ASEWU Finance Committee meeting to the members of the committee for review.
 - Q. Present to the ASEWU Council, for approval, all supplemental budget requests r presented to the ASEWU Finance Committee with the advice of said committee.
 - R. Meet biweekly with the ASEWU Superior Court chief justice to receive assistance and review requirements as outlined 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 nineteen (19) hours per week during the defined summer term.

- 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. Hours in the Student Organization suite shall be approved on a case by case basis by the majority of the ASEWU Superior Court.
- 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 term).
- 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 their hours during the summer term.
- F. The ASEWU finance vice president shall be required to hold four (4) office hours at the EWU Spokane Campus per quarter (excluding summer term). These office hours may take place in the 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 5:00 p.m. every other Friday during the academic year to the ASEWU executive vice president, ASEWU chief justice, advisor for ASEWU and the 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 agenda packet at 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 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 may be permitted under the following conditions.

- A. Illness of said finance vice president.
- B. Campus closure.
- C. Family or personal emergency.
- D. Regularly scheduled classes.
- E. 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 in written form.

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 2019-20/105 is hereby rescinded.

SPONSOR: Brian Moore

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Speaker Pro Tem Date
(Veto override)