

Article II: Council

- I. The legislative powers of the ASEWU shall be vested in the ASEWU Council and shall not be transferred.
- II. The purpose of the ASEWU Council is to receive and respond to student concerns. The ASEWU Council has the authority to create legislation that will enable them to perform their procedural duties. The ASEWU Council has the responsibility to inform and promote opportunities for student expression without violating the EWU Student Conduct Code or any local, state or federal laws.
- III. Membership
 - A. The ASEWU Council shall consist of nine (9), elected ASEWU representatives, the ASEWU president, the ASEWU executive vice president, and the ASEWU finance vice president. The voting membership of the ASEWU Council shall consist of the ASEWU executive vice president and nine (9) ASEWU representatives. The executive vice president may only vote in the event of a tie.
 - B. No person shall hold more than one (1) elected position on the ASEWU Council or serve simultaneously on the ASEWU Superior Court.
 - C. The ASEWU president and the ASEWU finance vice president shall have all ASEWU Council membership rights except in the case of voting.
- IV. Meetings
 - A. The ASEWU Council shall meet no less than six (6) times during each quarter (excluding summer quarter) and special meetings may be called by the ASEWU executive vice president by a simple majority of the ASEWU representatives or by a presentation of a petition to the ASEWU Council signed by five percent (5%) of the ASEWU.
 - B. For procedures not covered by the ASEWU Constitution, bylaws, and standing rules, the latest edition of *Robert's Rules of Order, Newly Revised*, shall govern.
 - C. All meetings shall be open to the public. A record shall be kept of the votes taken therein, and copies of the minutes shall be available to any member of the university community upon request.
 1. Quorum: The ASEWU Council meeting shall have quorum consisting of a majority of the ASEWU representatives.
 2. Proxy Voting: There shall be no proxy voting.
- V. Legislation

All legislation shall include the name of the sponsor(s); date of introduction; committee referred to (if any); disposition and date of disposition; signature of the ASEWU executive vice president and the ASEWU president, or override of their veto by the ASEWU Council; and shall continue in effect until five (5) years from the last date of signature, an override, or until rescinded.
- VI. ASEWU Council Powers and Duties

The ASEWU Council shall have the following policies and duties:

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.

- A. The ASEWU Council shall enforce this constitution.
- B. The ASEWU Council shall serve as the official representative of the ASEWU.
- C. The ASEWU Council shall enact any and all legislation necessary to ensure that its policies are enforced.
- D. The budgeting authority of the ASEWU Council shall be vested in the ASEWU Council and shall not be transferred.
 - 1. The budget shall include all funds, revenues, and reserves; shall be divided into programs, subprograms, and objects of expense and shall include supporting data; shall indicate as to each program, subprogram, or object of expense the actual expenditures of the preceding year; and shall include any proposed capital improvement program for the next six (6) fiscal years.
 - 2. Regular budgets shall be those budgets adopted during spring quarter for the following fiscal year. Supplemental budgets shall be all other budget requests made throughout the year. Copies of the budgets shall be delivered to each member of the ASEWU Council and made available to any member of the university community upon request.
 - 3. Unless otherwise provided by the appropriate legislation, all unexpended and unencumbered appropriations in the current expense appropriation legislation shall lapse at the end of the fiscal year. An appropriation in the capital budget appropriation legislation shall lapse when the project has been completed or abandoned or when no expenditure or encumbrance has been made for three (3) years.
 - 4. Any expenditure in excess of an appropriation shall be null and void. Any responsible official, agent, or employee who makes an expenditure in excess of an appropriation shall be personally liable to anyone damaged by this action, provided the ASEWU Council permits the ASEWU to enter into contracts requiring the payment of funds from appropriation of subsequent fiscal years.
 - 5. The ASEWU Council shall publish an annual financial statement summarizing the regular ASEWU budget.
 - 6. The ASEWU Council may request an annual audit, provided it budgets for the same.
- E. By a two-thirds ($\frac{2}{3}$) vote of the ASEWU Council, the ASEWU Council may override a veto by the ASEWU president.
- F. The ASEWU Council shall be responsible for its own organization in the establishment and election of subcommittees and their membership. No ASEWU Council subcommittee having legislation referred to it shall have the authority to delay presentation to the full ASEWU Council for more than two (2) meetings without the permission of the sponsor.
- G. The ASEWU Council shall be responsible for the employment of those employees it deems necessary to assist the ASEWU Council in the exercise of their duties and powers, provided it budgets for the same. The appointment for such employment, presented by the ASEWU executive vice president, shall receive the advice and consent of the ASEWU Council.
- H. Committees: The ASEWU Council shall be responsible for student representation on all university committees, all councils of the academic senate and their subcommittees, and all ASEWU committees and their subcommittees.
 - 1. Appointment to such committees, presented by the ASEWU president, shall receive the advice and consent of the ASEWU Council.

2. Students appointed to these committees shall serve at the discretion of the ASEWU Council.
 3. All student appointments to these committees shall serve until the last day of spring quarter, unless otherwise specified in the individual committee.
 4. Committees or committee chairpersons shall submit to the ASEWU a report and/or a copy of all agendas and minutes, when available.
 5. The ASEWU Council shall publish an ASEWU committee report stating the membership, eligibility, purpose, and duties of all committees with student representation.
- I. Election returns: The ASEWU Council shall approve all of the ASEWU election returns and of the qualifications of its membership as prescribed in Article V of this constitution.
- J. ASEWU representative or executive positions shall be declared vacant:
1. When an ASEWU representative or executive misses three (3) full, regularly scheduled, consecutive meetings in one quarter, or a total of four (4) regularly scheduled meetings during a quarter. Exceptions may be made with the consent of a majority vote in Council.
 2. When an ASEWU representative violates academic qualifications as described in Article II, Section VIII of this constitution.
 3. When an ASEWU executive fails to fulfill an academic requirement as described in Article II, Section VIII of this constitution.
 4. Upon the incumbent's death, resignation, recall, or withdrawal from membership in ASEWU (excluding summer quarter).
 5. By declaration of nonperformance of duties stated in this constitution by the ASEWU Superior Court.
- K. Speaker Pro Tem: The ASEWU Council shall elect an ASEWU representative member to the position of speaker pro tem at the first or second meeting of each quarter. The speaker pro tem shall serve one (1) quarter with any vacancies in the speaker pro tem's office being filled in the same manner as stated previously and shall serve for the balance of the unexpired term.

VII. Salaries

Elected and appointed members of the ASEWU shall be paid stipends and/or wages during their tenure determined on the following basis.

- A. The annual allocated budget proposed by the ASEWU finance vice president.
- B. The annual allocated budget proposal approved by a two-thirds ($\frac{2}{3}$) vote of the ASEWU Council.
- C. The annual allocated budget approved by the Services and Activities Fee Committee of the university.
- D. Stipends and/or wages for all elected appointed members of the ASEWU shall only be decreased by the ASEWU Council with a unanimous vote of the voting membership.
- E. Stipends and/or wages for all elected and appointed members of the ASEWU shall only be increased by the ASEWU Council with a unanimous vote of the voting membership or in cases to comply with Washington State and federal minimum wages laws.

VIII. Academic Requirements for Council Representatives

- A. Candidates and/or applicants for a Council representative position 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 a

Council representative position shall have successfully completed at least one (1) quarter of study at EWU immediately prior to the election and/or appointment to office.

- B. During tenure in office, each representative of the ASEWU Council shall be a student of the university enrolled in six (6) credit hours and maintain a 2.5 cumulative grade point average at the university.

IX. Terms

- A. The terms for the ASEWU Council shall be for one (1) year. Council members will take office the last day of school in spring quarter.
- B. All ASEWU Council appointments and cabinet members shall resign their positions at the end of the presidency for which they were appointed.

X. Vacancies

- A. The positions of ASEWU Council members, ASEWU president, ASEWU executive vice president, ASEWU finance vice president shall become vacant upon the incumbent's death, resignation, recall, withdrawal from membership in ASEWU (excluding summer quarter for the ASEWU executive vice president, ASEWU finance vice president, and ASEWU Council members), or declaration of nonperformance of duties stated in the ASEWU Constitution by the ASEWU Superior Court.
- B. In the case of a vacancy of an ASEWU Council position, the ASEWU president shall appoint a member of ASEWU to fill the vacant position with a three fourths ($\frac{3}{4}$) vote approval by the ASEWU Council. The appointee shall take office immediately upon approval of the ASEWU Council and shall serve with full authority and power for the remainder of the unexpired term.

Bylaw: 2019-20 / 107A
Disposition: Passed
Date of Disposition: April 9, 2020
Date Introduced: April 7, 2020

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. Attendance may be counted via an approved online format. Regularly scheduled meetings of the ASEWU Council shall include ASEWU Council, work session and assigned ASEWU standing committees.

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

SECTION 2: Purpose

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

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

SECTION 3: Responsibilities

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

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

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

SECTION 4: Office Hours

ASEWU Council representatives shall establish, maintain and document a minimum average of eight (8) hours per week (excluding finals week) of the current academic quarter (excluding summer quarter). These hours shall consist of the following requirements.

- A. All out of office hours must be documented.

SECTION 5: Reports

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

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

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

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

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

SECTION 6: Academic Affairs Representative, Position #1

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

The ASEWU representative shall be responsible for the following requirements.

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

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

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

In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

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

SECTION 8: Diversity Outreach Representative, Position #3

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

The ASEWU representative shall be responsible for the following requirements.

- A. Attend at least one (1) meeting of at least three (3) different diversity focused student organizations or campus departments per quarter and attend at least one (1) diversity related event and/or program.
- B. Meet at least one (1) time per quarter one-on-one with the director of Women and Gender Studies; director of the Africana Studies Program; director of the American Indian Studies Program; director of the Chicax Education Program; director of the Race and Culture Studies Program and the director of Disability Studies.
- C. Meet at least two (2) times per quarter one-on-one with the vice president for Diversity and Inclusion
- D. Meet at least one (1) time per quarter with the director of the Multicultural Center; director of the Equal Opportunity/Affirmative Action; manager of the Women's and Gender Education Center; director of the Veterans

Resource Center; manager of the Pride Center and/or any other official, individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.

- E. Serve on the Diversity and Inclusion Advisory Council.
- F. Chair the ASEWU Diversity Committee.
- G. Host and/or collaborate one (1) event each academic year that provides information and/or services to students relating to diversity and inclusion.
- H. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 9: Graduate Affairs Representative, Position #4

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

The ASEWU representative shall be responsible for the following requirements.

- A. Be enrolled and accepted in a graduate program at EWU during the time they hold office.
- B. Meet at least three (3) times per quarter one-on-one with the director of Graduate Studies; director of EWU Spokane Student Services; advisor for Campus Programs at EWU Spokane and/or any other individual, etc. as necessary to obtain information of ASEWU Council interest and pertinent to said department and their responsibilities.
- C. Meet once a quarter with the director of Student Activities, Involvement and Leadership (SAIL).
- D. Communicate at least one (1) time per quarter with the Career Center and update graduate students on upcoming events and workshops.
- E. Attend or send a designee to the Graduate Affairs Council (GAC) meetings.
- F. Hold quarterly forums open to graduate students and at least one (1) forum per academic year must be held at the EWU Cheney campus. One (1) forum per quarter must be utilized to inform graduate students of the work of the Graduate Affairs Council and the legislative focuses of the WSA (Washington Student Association) and/or any pertinent information for graduate students.
- G. Coordinate and/or collaborate on at least two (2) services or events per quarter at the EWU Spokane Campus.
- H. Serve 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. Collaborate quarterly with the Washington Student Association (WSA), to advocate on education and legislative issues for graduate students.
- K. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 10: Legislative Affairs Representative, Position #5

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

The ASEWU representative shall be responsible for the following requirements.

- A. Meet and/or communicate at least three (3) times per quarter one-on-one with the ASEWU legislative liaison, the EWU director of Governmental Relations, and/or any other necessary individual to obtain information of ASEWU Council interest and pertinent to said position and their responsibilities.
- B. Communicate during fall quarter with the legislators from district six (6) or legislative staff and attempt to bring them to campus.
- C. Meet one (1) time per quarter with the Office of Financial Aid regarding all state and federal financial aid services and present information relative to students at an ASEWU work session or Council meeting.
- D. Attend Washington Student Association (WSA) State Board of Directors and general assembly meetings.
- E. In cooperation with the ASEWU legislative liaison and the Student Legislative Action Committee, coordinate ASEWU's Lobby Day to Olympia and construct the ASEWU legislative agenda with approval from the Council before the start of legislative session.
- F. Assist in researching and obtaining information needed by the ASEWU legislative liaison when the liaison is on campus and while lobbying in Olympia.
- G. Attend Cheney City Council meetings and communicate monthly with the Council chair.
- H. Chair all meetings of the Student Legislative Action Committee (SLAC).
- I. Coordinate a voter registration drive fall and spring quarters for both the EWU Spokane and Cheney campuses.
- J. Administer the operations of the ballot box owned by the ASEWU during all elections on the city, state and federal level.
- K. Collaborate with the legislative liaison to each create a separate transition packet that covers any bills lobbied for; legislative topics supported; connections with legislators; any relevant information for successful political relations and ideas on how to foster a more cohesive relationship between the two (2) positions. All this is to be completed during spring quarter and/or after the legislative session.
- 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

serve as the voice for student concerns and issues relating to student organizations. In addition, the individual will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

- A. Meet no less than twice per quarter with the director of SAIL, the advisor for student organizations, and the director of EPIC.
- B. Attend Eagle Entertainment and Residence Hall Association (RHA) meetings no less than once a month and report information to ASEWU as necessary.
- C. Communicate monthly with the Office of Community Engagement and assist with the promotion of at least two (2) of their events per quarter.
- D. Communicate monthly with EPIC and the director of Campus Recreation Programs.
- E. Chair a minimum of two (2) ASEWU student organization meetings at the Cheney and/or EWU Spokane Campus per quarter and maintain an accurate record of attendance at said meetings.
- F. Host a club officer informational meeting during fall quarter and spring quarter.
- G. Serve on the university homecoming and family weekend committees.
- H. Coordinate with the advisor for student organizations in planning student organization fairs once per quarter on the EWU Cheney campus and coordinate with the advisor for Campus Programs at EWU Spokane once each academic year on the EWU Spokane Campus.
- I. Meet and/or communicate with EWU's Theatre, Music, Art, and Radio-Television Programs a minimum of two (2) times per quarter and assist with the promotion of at least three (3) of their events per year.
- J. Assist the finance vice-president with the coordination and tallying of student organization funding point system.
- K. Host and/or collaborate one (1) event each academic year that provides information and/or service to students relating to student activities.
- L. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

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

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

The ASEWU representative shall be responsible for the following requirements.

- A. Meet at least three (3) times per quarter one-on-one with the director of Health, Wellness and Prevention Services (HWPS), the chief of EWU police, and/or other official, individual, etc. to obtain information of ASEWU Council interest and pertinent to said departmental area and their responsibilities.
- B. Chair the Student Needs Advisory Committee (SNAC).

- C. Serve on a university health committee and/or a safety committee and report their progress and activities to the ASEWU Council.
- D. Meet and/or communicate at least two (2) times per quarter with the director/manager for each of the following—Disability Support Services (DSS); Counseling and Psychological Services (CAPS); Student Rights and Responsibilities (SRR) and Student Care Team located in Student Life.
- E. Host and/or collaborate one (1) event each academic year that provides information and/or service to students relating to health and/or student safety.
- F. Attend or obtain the minutes of committee meetings as assigned by the ASEWU executives.

SECTION 13: Student Services Representative, Position #8

The primary responsibility of the representative is to communicate with administration, faculty and staff regarding issues and policies pertaining to the various services provided by the university to students. They shall serve as the voice for students in matters related to financial aid; dining services; parking and transportation services; housing and residential life; childcare; environmental issues and sustainability. In addition, the representative will meet with students to address their needs and concerns.

The ASEWU representative shall be responsible for the following requirements.

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

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

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

The ASEWU representative shall be responsible for the following requirements.

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

SECTION 15: ASEWU Speaker Pro Tem

The ASEWU speaker pro tem shall be elected on a quarterly basis by the existing members of the ASEWU Council on or by the second scheduled ASEWU Council meeting of each academic quarter (except summer quarter). Candidates will be nominated and then voted upon by the voting membership of the ASEWU Council. The nominated representative shall have served on Council for at least one (1) quarter. If no ASEWU Council representative accepts the nomination or no member has served on the ASEWU Council for at least one (1) quarter, the senior most ranked ASEWU Council representative shall serve as speaker pro

tem. The nominated or senior ranking member must be elected by a two-thirds ($\frac{2}{3}$) majority vote of ASEWU Council.

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

- A. Act as liaison between the legislative, executive and judicial branches of the ASEWU Council whenever necessary.
- B. Serve as chair of the Review and Proposal Committee.
- C. Update the official copies of ASEWU bylaws.
- D. Provide a monthly written disposition of all legislation reviewed by the Review and Proposal Committee.
- E. Make the required changes to the master computer files of the ASEWU bylaws and provide updated files to the ASEWU program support supervisor as a backup record.
- F. Assist the ASEWU executive vice president in the familiarization/orientation process of all ASEWU Council representatives.
- G. Serve as the chair for ASEWU Council meetings and work sessions in the absence of the ASEWU executive vice president.
- H. Communicate monthly with the ASEWU Superior Court chief justice to ensure that the ASEWU executives are complying with requirements outlined in their respective ASEWU Constitution and Bylaws.

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

SECTION 16: Duty Performance

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

SECTION 17: Vacancy

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

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

SECTION 18: Leave of Absence

A leave of absence may be granted to an ASEWU Council representative with a two-thirds ($\frac{2}{3}$) approval vote of the ASEWU Council. A leave of absence may be granted for a specified maximum period of time after which the absent ASEWU Council representative shall return to full duty. The remaining ASEWU Council representatives shall determine which ASEWU Council representative shall

assume the responsibilities of the absent ASEWU Council representative. If the member chooses to return early, then said representative must provide written notification of intent to return to full ASEWU Council responsibilities. The absent ASEWU Council representative must maintain eligibility requirements as stated in Article V, Section II of the ASEWU Constitution.

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

SECTION 19: Exceptions

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

- A. Illness of said representative.
- B. Family emergency.
- C. Campus closure.
- D. Any other reason deemed excusable by consensus of the ASEWU Council presented at the next ASEWU Council meeting following the absence.

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

SECTION 20: Incurred Debts

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

SECTION 21: Sunset Clause

This bylaw shall be effective from the date passed by the ASEWU Council, and signed by the president and executive vice president, until May 26, 2020 at which point the ASEWU Council will review the bylaw to determine whether to extend this sunset clause and/or approve additional edits as deemed necessary.

SECTION 22: Rescinded

Bylaw 2019-20/107 is hereby rescinded.

SPONSOR(S): Brian Moore



ASEWU Executive Vice President 4/14/2020
Date



ASEWU President 4-14-2020
Date

ASEWU Speaker Pro Tem Date
(Veto override)