

BYLAWS OF THE ASSOCIATED STUDENTS OF WASHINGTON STATE UNIVERSITY

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TITLE I— SYSTEM OF BYLAWS

100.00 PURPOSE

100.01 The purpose of the Bylaws shall be to specify the powers, functions, duties, and responsibilities of all ASWSU officials not otherwise enumerated in the Constitution.

101.00 BYLAW AUTHORITY

101.01 No part of these Bylaws may supersede any part of the Constitution.

101.02 If any part of these Bylaws is found to be in conflict with the Constitution, they shall be amended in such a fashion that they are no longer in conflict with the Constitution.

101.03 None of these Bylaws contained herein may act in an ex post facto manner.

102.00 BYLAW COMPLIANCE

102.01 All members of ASWSU must comply with the Bylaws unless such compliance is in direct conflict with the Constitution, the rules and regulations of Washington State University, or the laws of the city, county, state, or federal government.

102.02 Deliberate and/or negligent disregard of these Bylaws shall be grounds for removal from office as articulated in the Constitution or Bylaws.

102.03 Bylaws may be suspended temporarily by a three-quarters-plus-one ($3/4$ plus 1) vote of the total membership of the Senate.

A. To suspend a bylaw, a member of ASWSU shall submit a proposal with sponsorship of a member of ASWSU Senate.

1. Before a vote on the Senate floor, the suspension proposal will be seen by Rules Council to be approved

a. After approval by the Rules Council the proposal will be sent to the Judicial Board for consideration and will have until the next Senate meeting to submit their recommendation.

102.04 Bylaws may be suspended temporarily by a three-quarters-plus-one ($3/4$ plus 1) vote of the total membership of the Senate as they apply to the first readings of bills.

102.05 Bylaws may be suspended temporarily by a three-quarters-plus-one ($3/4$ plus 1) vote of the Internal Affairs Committee during an Internal Affairs Committee meeting as they apply to the first readings of legislation.

103.00 BYLAW FORM

103.01 The Bylaws shall be divided into titles dealing with related and similar subjects. Each title shall be, in turn, divided into a numerically designed set of chapters. Each chapter may be subdivided by means of a decimal arrangement and further subdivision shall be by capital letters, numbers, and lower-case numbers respectively.

104.00 BYLAW AMENDMENT

104.01 The Bylaws may be amended and/or enacted by a bill that receives a two-thirds ($2/3$) vote of the seated membership of the Senate.

104.02 In those Bylaws that serve as the Judicial Board Procedures Manual, the Senate must seek a recommendation in the form of a vote from the Judicial Board before amending and/or enacting Bylaws that serve as Judicial Board Procedures. If within five (5) school

days the Judicial Board has not responded with an official stance, the Senate may amend and/or enact Bylaws as they see fit.

TITLE II— ASWSU OFFICERS

200.00 DUTIES OF ASWSU OFFICERS

200.01 ASWSU Officers shall be those members of ASWSU who are elected, appointed, or confirmed to any official position, including:

- A. President;
- B. Vice President;
- C. Executive Officers;
- D. Senators/Delegates;
- E. Senate Administrative Assistant;
- F. Judicial Board members;
- G. Election Board members;
- H. Committee Chairs; and
- I. Directors of Auxiliaries.

200.02 ASWSU Officers shall:

- A. Hold no other official position within ASWSU during their term;
- B. Attend health and safety training within eight (8) weeks of the start of the fall semester or of taking office.
- C. Attend a conflict-resolution workshop within eight (8) weeks of the start of the fall semester or of taking office.
- D. Attend a Diversity, Equity, and Inclusion training within eight (8) weeks of the start of the fall semester and spring semester or of taking office.
 1. Arrangements should be made by the Chief of Staff and Pro Tempore.

201.00 CONDUCT AND DUTIES

201.01 Each ASWSU Officer must:

- A. Be a member of ASWSU;
- B. Be a full-time student during the academic year;
- C. Have a 2.5 GPA or higher cumulatively at time of appointment during their term;
 1. If an officer's admitted college requires a higher GPA, the individual will be held to the standard of the college.
 2. Should an officer's GPA fall below a 2.5, a probationary period will be enforced, so long as they should meet with the ASWSU advisor and necessary parties regarding the academic circumstance.
 - a. The probationary period will only be allowed so long as the advisor is informed of the circumstances in the semester of the academic deficiency.
 - b. To maintain status as an ASWSU Officer, a minimum of a 2.0 GPA must be maintained.
- D. Officers shall not be on disciplinary probation as defined by the Office of Student Conduct.

202.00 RESIGNATIONS

- 202.01 To resign from their position, ASWSU Officers must submit an official letter of resignation, in writing, either physically or electronically.
- A. The Vice President, Executive Officers, Judicial Board Members, Election Board Members, Committee Chairs, and Directors of Auxiliaries must resign to the President.
 - B. Senators, Delegates, and the Senate Administrative Assistant must resign to the Senate Pro Tempore.
 - 1. Senators and Delegates must notify their Committee Chairs of their resignations within 72 hours of the resignation being received.
 - C. The President and Senate Pro Tempore must resign to the Chief Justice of the Judicial Board.
- 202.02 Advisors must be notified with 72 hours of the resignation being received.
- 202.03 At the time the President, Senate Pro Tempore, or the Chief Justice receive an ASWSU Officers' resignation, the resignation is final and cannot be rescinded.

TITLE III— THE LEGISLATIVE BRANCH

300.00 POWERS AND DUTIES OF THE SENATE

300.01 The Senate, as the legislative branch, shall be the policy-making body of ASWSU.

300.02 The Senate shall have and exercise the following powers and duties:

- A. Adopt and amend the Senate budget;
- B. Pass resolutions on behalf of ASWSU;
- C. Pass bills to require ASWSU action or create policy changes;
- D. Enter ASWSU into contractual or financial relationships;
- E. Confirm Presidential appointments;
- F. Remove ASWSU officials; and
- G. Other duties as articulated in the Constitution or Bylaws.

301.00 COMPOSITION OF THE SENATE

301.01 The Senate shall be composed of six (6) Senators representing all ASWSU members, ten (10) Senators representing ASWSU members certified into academic colleges, four (4) Senators representing ASWSU members not certified into an academic college, one (1) Senator representing the Honors College, and two (2) Delegates representing Freshmen students.

301.02 The allocation of Senate seats to each academic college shall be as follows:

- A. The College of Arts and Sciences shall be represented by three (3) of the seats.
- B. The College of Business shall be represented by two (2) of the seats.
- C. The College of Engineering and Architecture, The Edward R. Murrow College of Communication, The College of Education, The College of Veterinary Medicine, The College of Agricultural, Human, and Natural Resource Sciences shall be represented by one (1) seat each.
- D. A minimum of three (3) senators must sit on at least one external committee;

1. Cougar Food Pantry, Tech Fee Committee, S&A Committee, Student Health Advisory Board, UREC Committee, Transit Committee.
- 301.03 Every four (4) years, with the first census occurring the Fall semester of 2016, the Senate shall be required to use the information from the Office of Institutional Research to determine the number of degrees given by each college and the number of uncertified students and make appropriate redistricting adjustments for the next year's Senate composition.
- 301.04 To determine the allocation of Senate seats, the process is outlined as follows:
- A. The "number of total undergraduate degrees granted by WSU", as stated in the information given by the Office of Institutional Research, will be taken and divided by the "number of Senators representing ASWSU members certified into academic colleges" to reach the "number of ASWSU members represented per senator".
 - B. Based on the final results for the "number of ASWSU Senators to represent the respective academic college", numbers will have to be rounded up or down in order to fit the capacity of ten (10) Senators representing ASWSU members certified into an academic college.
 - C. If there is a tie between two degree granting colleges, the Senate must vote upon the degree granting college to break the tie by a two-thirds (2/3) vote and approved by the Judicial Board.
 - D. Composition of the Senate will be overseen by the Senate Pro-Tempore while abiding by section 301.03.
 - E. An Excel document titled, "Composition of Senate", can be found in the ASWSU Governing Documents to assist in arriving to the final composition of the Senate.
- 301.05 The Vice President shall be the Chair of the Senate.
- 301.06 The Senate shall hire a Senate Administrative Assistant.
- A. Should a vacancy occur, the Pro Tempore shall fill the vacancy in accordance with Section 318.00.
- 302.00 DUTIES OF SENATORS/DELEGATES
- 302.01 All Senators and Delegates shall:
- A. Regularly attend Senate meetings;
 - B. Regularly attend Committee meetings;
 - C. Author and/or sponsor items of legislation;
 1. Senators must author at least one (1) resolution, OR one (1) referendum, OR two (2) bylaws per semester.
 2. Senators must also sponsor at least 2 pieces of legislation.
 - a. Authored legislation does not need to be passed in order to meet the requirements for the semester.
 - D. Not accumulate more than three (3) unexcused absences per semester during their term as outlined in section 303.00.
 - E. Submit the names of all registered student organizations they are affiliated with and their respective roles within, to the Pro Tempore by the sixth (6th) week of

the semester they are elected and the sixth (6th) week of every semester until their term concludes.

1. In the instance a Senator/Delegate acquires any additional affiliations with registered student organizations beyond those already submitted, that Senator/Delegate shall inform the Pro Tempore in advance of the following Senate meeting.
2. A publicly-accessible list of Senators/Delegates and their respective affiliated registered student organizations shall be maintained and updated by the Pro Tempore.

F. Other duties as articulated in the Constitution or Bylaws.

302.02

Senators shall:

- A. Hold office from Commencement to Commencement;
- B. Hold three (3) office hours per week;
 1. One (1) office hour can be dedicated to attending an ASWSU Programming Committee event or meeting, or participate in a volunteer opportunity approved by the Senate Pro Tempore;
 - a. In the case that the university has transitioned to an online learning environment, at least one (1) office hour must be done outside of the office to interact with constituents per semester.
 - b. At-Large Senators will be required to attend an ASWSU Programming event once a month in place of their out-of-office hour;
 2. Senate-related work must be done during office hours.
 - a. Senators are not expected to do senate-related work when attending ASWSU Programming Committee meeting or event;
 - b. A meeting with administration or campus leadership can be supplemental or replace office hours for the amount of time the meeting takes.
- C. Participate in three (3) tabling events totaling at least three (3) hours per semester;
 1. In the case that the university has transitioned to an online learning environment, senators shall participate in two (2) virtual events per semester.
- D. Be certified into a major in one of the colleges they are elected to represent with the exception of Uncertified, Honors, and At-Large Senators as outlined in 301.01;
 1. Senators shall be eligible to serve the remainder of their term even if they certify into a college or a different college than they represent.

302.03

Delegates shall:

- A. Be appointed on the Senate on which they will serve;
- B. Hold one (1) office hour per week;

1. A meeting with administration or campus leadership can be supplemental or replace office hours for the amount of time the meeting takes;
2. This office hour can be dedicated to attending an ASWSU Programming Committee event or meeting;
- C. Participate in one (1) tabling event totaling at least one (1) hour per semester;
- D. Have all speaking rights of a Senator;
- E. Not vote on the Senate floor;
- F. Not be counted toward quorum during Senate meetings;
- G. Be voting members of the Committee(s) to which they are assigned;
- H. Be counted toward quorum of the Committee(s) to which they are assigned;
- I. Fulfill specific requirements for their appointed position.
 1. Freshman Delegates shall be admitted to Washington State University as a freshman as defined by the Office of Admissions.
 - i. Have fewer than thirty (30) credits at the beginning of their term;
 - ii. Have participated and/or completed the Running Start program during high school with more than thirty (30) credits at the beginning of their term;
 - iii. Have completed education through a home school program;
 - iv. Students who are age twenty-five (25) and older who haven't attended college since high school graduation;
- J. Maintain "firstyearcougs" Instagram page.
 1. Post information and resources at least every two (2) weeks.

303.00 SENATOR/DELEGATE ABSENCES

303.01 Senators/Delegates shall not have more than three (3) unexcused absences or six (6) excused absences per semester during their term.

- A. These shall include unexcused absences from Senate meetings, Council meetings, Committee meetings, and any other event, meeting, or obligation deemed mandatory by the Senate Pro Tempore.
- B. Absences, tardies, or cases where individuals need to leave early must be communicated in writing to the Pro Tempore, Committee, or Council Chair twenty-four (24) hours in advance unless there are extenuating circumstances deemed appropriate by the Senate Pro Tempore, Committee, or Council Chair.
- C. Any Senator/Delegate who arrives at a Senate, Committee, or Council meeting in excess of five (5) minutes after its scheduled start time is considered tardy at the discretion of the Senate Pro Tempore, Committee, or Council Chair.
- D. If a Senator/Delegate is unable to make it to any of the meetings or events listed above, they shall be required to make up the absence through an approved alternative.
 1. Approve alternatives include but are not limited to: ASWSU Programming Committee meetings, ASWSU Executive meetings, or an approved student event where they are representing ASWSU Senate

- a. These events are subject to the discretion of the Senate Pro Tempore.
2. In the case that an alternative is being pursued for an absence, the Senator/Delegate must communicate with the Senate Pro Tempore about the event, how long it is, and when it is taking place.
- E. Any Senator/Delegate who receives three (3) unexcused tardies is considered to have one (1) unexcused absence.
- F. In case of accumulation of unexcused absences, the Senate Pro Tempore shall inform the Senator/delegate in writing and enforce the following unexcused absence rules:
 1. First (1st) unexcused absence: the Senator/Delegate shall receive an informal reprimand from the Senate Pro Tempore.
 2. Second (2nd) unexcused absence: the Senator/Delegate shall be required to meet with the Senate Pro Tempore to discuss the absences.
 3. Third (3rd) unexcused absence: the Senator/Delegate shall be required to meet with the Senate Pro Tempore and the Senate advisor to discuss the unexcused absences and the ASWSU Code of Ethics.
 4. Should the Senator/Delegate accumulate any further unexcused absences: the Senate Pro Tempore shall refer the Senator/Delegate to the Judicial Board within ten (10) days for action under section 500.01.
- G. The Senate Pro Tempore shall notify the Senator/Delegate of an unexcused absence in writing within five (5) days of the unexcused absence.
- H. The Senate Pro Tempore shall notify the Senator/Delegate of the accumulation of six (6) excused absences in writing within five (5) days of excused absences.
- I. The Senator/Delegate has the right to appeal any unexcused absence given by the Pro Tempore to the Judicial Board within five (5) days of notification.

304.00 SENATE MEETINGS

304.01 The Senate shall meet at least once per week except if university-wide breaks conflict.

304.02 Special meetings may be called by the President, Pro Tempore, one third (1/3) of the seated Senate membership, or upon petition of ten percent (10%) of the membership of ASWSU.

304.03 The decision to cancel a Senate meeting shall be made by a two-thirds (2/3) vote of the Rules Council at least twenty-four (24) hours in advance of the scheduled start time and shall be announced in writing by the Senate Pro Tempore.

- A. Senators shall be required to make up the two (2) hours of work lost by the cancellation of a Senate meeting through additional office hours or constituent outreach prior to the following Senate meeting.

304.04 A quorum shall be two-thirds (2/3) of the seated Senate membership.

304.05 All meetings shall be held in accordance with appropriate laws.

304.06 The most recent published edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of Senate meetings, so long as they shall not conflict with any of the rules of procedure specifically set forth in the Constitution and/or Bylaws.

- 304.07 The following additional rules shall govern Senate meetings:
- A. Senators shall be allowed to yield, to the end of their time, to those normally unable to gain the floor.
 - B. Calling the question shall end debate. It shall be acted upon as a request to the Chair. If any objections are made, debate shall remain open.
 - C. Cloture may be invoked as a request to the Chair at any time. It shall require a two-thirds (2/3) vote of the seated Senate membership. Cloture shall suspend any Senate debate, discussion, or filibuster occurring at the given time. Cloture is neither amendable nor debatable, excluding reasonable discussion of clarification.
 - D. Each meeting shall begin with a land acknowledgment of the Nez Perce Tribe and Palus people by the Chair.
 1. The words read at each meeting shall be: “We acknowledge that we are meeting today as members of a community which stand on the traditional homelands of the Palus Band of Indigenous People and the ceded lands of the Nez Perce Tribe. We further acknowledge their presence here since time immemorial and recognize their continuing connection to the land, to the water, and to their ancestors.”
 - a. At the commencement of each Senate, the Pro Tempore shall revise the land acknowledgement under advisement of community members.
- 304.08 The Vice President shall be the Chair of the Senate and may only vote in the event of a tie.
- A. In the absence of the Vice President, the Pro Tempore shall chair the Senate.
 - B. In the absence of both the Vice President and the Pro Tempore, the responsibilities of the Senate Chair shall pass to the Chair of the Internal Affairs Committee.
 - C. In the absence of the officers listed above, the responsibilities of the Senate chair shall pass to the Vice Chair of the Internal Affairs Committee.
 - D. In the absence of all officers listed above, the chain of command shall be as follows:
 1. The Engagement Chair
 2. The External Chair
 3. The Engagement Vice-Chair
 4. The External Vice-Chair
 - a. The Acting Chair shall not maintain their voting rights as a Senator and only vote in the event of a tie and assume all responsibilities of the Senate Chair for the duration of the meeting.
- 304.09 All votes on legislation and confirmations shall be by roll call.
- 304.10 Proxy voting shall not be allowed.

- 304.11 Abstentions shall be considered a temporary suspension of the abstaining Senator's seated membership for the duration of the specific vote at hand; therefore, the total number of possible votes shall be decreased by one.
- A. Senators must abstain during a vote on any matter in which they have a conflict of interest arising from other involvement.
1. A conflict of interest may be, but is not limited to:
 - a. A relationship extending out of ASWSU organizations;
 - b. A previous encounter that may unfairly influence a decision;
 - c. Gaining personal benefit in the professional setting as a result of voting on the decision;
 - d. A clash between personal interests and the responsibilities of a Senator as outlined in section 303.00.
- 304.12 At Senate meetings, Senator/Delegate absences will be read by the Pro Tempore and the absences may be voted excused by a majority vote of seated Senate membership.
- 304.13 Any Senator/Delegate who arrives at a Senate in excess of five (5) minutes after its schedule start time is considered tardy at the discretion of the Pro Tempore.
- 305.00 **BILLS AND RESOLUTIONS**
- 305.01 **Definitions:**
- A. Bills are a modification to the existing ASWSU Bylaws proposed to the Senate for approval and to the President for ratification;
1. Bills with the intent to change the name of a department, committee, or any other group that appears within multiple sections of the ASWSU Bylaws will be accepted for all sections with the modification of the first mention of the group name.
- B. Resolutions are documents formally stating the official policy, opinion, will, or intent of ASWSU proposed to the Senate for approval and to the Vice President for ratification;
- C. 'Legislation' shall be the collective term for Bills and Resolutions as used in this section of the Bylaws;
- D. 'Committee(s)' shall refer to the Internal Affairs Committee and the External Affairs Committee as defined by sections 309 and 307 respectively, with the understanding that;
1. Bills shall be heard before the Internal Affairs Committee;
 2. Resolutions shall be heard before the External Affairs Committee;
 3. Both Bills and Resolutions shall be heard before the Rules Council after being approved by the appropriate Committee;
- 305.02 Legislation shall be considered by the Senate after the following approval process:
- A. Legislation shall be submitted and brought to Committee by at least one (1) of the respective author(s)/sponsor(s) of the bill;
1. Legislation shall be authored by one (1) or more Senator(s) so long as one (1) or more Senator(s) are listed as sponsors;

2. Legislation may be authored by one (1) or more Delegate(s) so long as two (2) or more Senators or Delegates are listed as sponsors
 3. Legislation may be sponsored by Delegates so long as two (2) or more Senators are listed as either sponsors or authors.
- B. Upon approval in Committee, legislation will then be considered by the Rules Council unless first referred to Committee².
1. Legislation dealing with Programming & Service Committee matters shall be referred to Committee² for their recommendation after approval in Committee;
 - a. Committee² is endowed with no legislative power and shall only give a recommendation of “do pass”, “do not pass”, or “no recommendation”.
 2. Upon recommendation of Committee², the legislation will then be considered by the Rules Council;
 - a. A representative from Committee² may choose to present the legislation’s recommendation before the Rules Council.
- C. Upon approval by the Rules Council, legislation will then appear on the Senate floor;
- D. Legislation shall not be considered as an item of new business after the second to last meeting of the spring semester.
- 305.03 Action on legislation by Committees, the Rules Council, and the Senate shall occur within five (5) school days of items being referred to them. In extenuating circumstances, items may be tabled as necessary, in which case they shall be considered as an item of old business at the following meeting of the respective body.
- 305.04 Presentation of legislation in Committee, the Rules Council, and before the Senate shall be by the following procedure;
- A. The item shall be read aloud, unless it has been read at a previous meeting of the respective body or has been suspended according to the procedure outlined in 102.04;
 - B. The author(s) and/or sponsor(s) shall give preliminary justification and answer questions on the legislation.
- 305.05 Actions in Committee, of the Rules Council, and of the Senate shall take one of the following forms;
- A. Approve by a two-thirds (2/3) vote;
 1. Legislation may be approved as presented by the author(s)/sponsor(s), or in amended form either by;
 - a. A friendly amendment to an item of legislation may be accepted by the author(s) without a vote or shall require a two-thirds (2/3) vote if rejected by one (1) or more authors.
 - i. A friendly amendment does not change the will or intent of the proposed legislation.
 - b. A formal amendment to an item of legislation may be approved by a two-thirds (2/3) vote.

- C. The dated physical or electronic signature of the President or Vice President, if signed.

306.00 SENATE COMMITTEES

306.01 The Senate shall have the following committees:

- A. External Affairs;
- B. Engagement; and
- C. Internal Affairs.

306.02 Each Senator and Delegate, excluding the Pro Tempore, shall serve as a member of one (1) committee as assigned by the Pro Tempore.

306.03 If a Senator or Delegate wishes to change committees, the Pro Tempore may move the member of Senate to a new committee, with the approval of the Vice President within one week of the move.

306.04 The voting members of each committee shall be the Senators and Delegates assigned to it.

306.05 Each committee shall elect from its voting membership one (1) Senator as a Chair by their second meeting of the school year.

- A. If the Chair of a committee resigns, the Vice Chair will have the opportunity to be Chair.

- 1. If the committee Vice Chair does not want to serve as Chair a vote will take place within a week of the resignation and be filled by a majority vote of the committee members.

306.06 Each committee shall elect from its voting membership one (1) Senator/Delegate as a Vice Chair by their second meeting of the school year.

306.07 Chairs and Vice Chairs may be removed by a majority vote.

306.08 Committee Chairs

- A. Shall set the agenda for each meeting;
- B. Shall ensure all necessary committee documents are provided to committee members at least one (1) day prior to each meeting.
 - 1. The Committee Chair may delegate this duty to the Vice Chair as needed.
- C. Shall submit a written report of the committee's activities of the past year to the Pro Tempore prior to the last Rules Council meeting of the year;
- D. Shall provide their committee and the Pro Tempore with written documentation in the case of their own absence;
- E. Keep an accurate record of all absences and tardies;
 - 1. All Committee meeting absences and tardies must be excused through the Committee Chair in a manner deemed appropriate by the Committee Chair. Meeting absences, tardies, or cases where individuals need to leave early must be communicated twenty-four (24) hours in advance unless there are extenuating circumstances deemed appropriate by the Committee Chair.

2. Any Senator or Delegate who does not attend a committee meeting without a written excuse approved by the Committee Chair is considered to have one (1) unexcused absence.
 3. Any Senator or Delegate who arrives at a committee meeting in excess of five (5) minutes past the scheduled time is considered tardy at the discretion of the Committee chair.
 4. Any Senator or Delegate who receives three (3) unexcused tardies is considered to have one (1) unexcused absence.
- F. Report any unexcused absences or tardies to the Rules Council each week.
- 306.09 Committee Vice Chairs
- A. Shall take minutes at committee meetings;
 - B. Distribute all unapproved Committee minutes to all Committee members at least one (1) school day before Committee meetings;
 - C. Send approved Committee meeting minutes to the Senate Administrative Assistant to be posted on the Senate WSU online platform page within two (2) school days after Committee meetings; and
 - D. Chair committee meetings in the absence of the Committee Chair.
- 306.10 All Committees shall keep an accurate record of agendas and minutes for each meeting.
- 307.00 THE EXTERNAL AFFAIRS COMMITTEE
- 307.01 The President, Director of Legislative Affairs, and the Student Regent shall be ex-officio members.
- 307.02 The Senate External Affairs Committee shall:
- A. Review all action of the Faculty Senate, University Administration, all levels of government, and any other groups regarding student concerns and seek all necessary action by ASWSU;
 - B. Make the Senate visible throughout campus through outreach programs, tabling, and/or other events;
 1. In the case that the university transitions to an online learning environment, physical events shall be replaced by virtual events.
 - C. Coordinate a meeting between the WSU Pullman Chancellor and ASWSU Senate at least once per semester;
 - D. Manage Senate Social Media
 - E. Regularly attend weekly External Affairs Committee meetings.
- 307.03 The External Affairs Chair shall:
- A. Provide the Daily Evergreen a complete list of resolutions passed on the Senate floor before the end of each semester.
 - B. Work with the Director of Community Affairs and the Pro Tempore to organize joint meetings with the Pullman City Council at least once per semester.
 - C. Create and maintain all sign-up sheets for tabling events hosted by the ASWSU Senate; and
 - D. Be responsible for submitting events, space, and purchase requests for tabling events hosted by the ASWSU Senate.

308.00 THE ENGAGEMENT COMMITTEE

308.01 The Senate Engagement Committee shall;

- A. Oversee the administration of ASWSU's matters of relations with Programming Committees and RSOs;
- B. Work with the Crimson and Gray Committee to initiate and/or review all funding requests and transfers;
 - 1. Two members from the Engagement Committee must also sit on the Crimson and Gray Committee to represent ASWSU.
- C. Perform a review of the spending of each Programming Committee when needed to reallocate or change the previous budget details; and
 - 1. If a Programming Committee has deviated from the prescribed budget approved by the Senate without the consent of the Engagement Committee or Budget Council, the Engagement Committee or Budget Council may suspend or revise that fund, within the month.
 - 2. Upon suspension of the budget, the Budget Council shall hold a hearing within ten (10) school days with the Programming Committee in violation.
 - 3. After the suspension has passed, the Budget Council shall take action in one of the following forms within two (2) school days:
 - a. A reactivation of the budget;
 - b. A reactivation of the budget with probation;
 - c. A reactivation of the budget as amended.
- D. Conduct all actions regarding the distribution of funds and spending in accordance with Services and Activities Fees Committee guidelines.
- E. Regularly attend biweekly Engagement Committee meetings; and
 - 1. Attend a Programming Committee or an Auxiliary Committee in alternating weeks to Engagement Committee meetings.
- F. Review proposed referendums before reaching the Senate as described in Article IX of the ASWSU Constitution;
- G. Review monthly budget reports of ASWSU Committees according to section 803.04.

308.02 The Engagement Chair shall:

- A. Chair the Budget Council;
- B. Represent ASWSU regarding financial matters; and
- C. Ensure the publication of the budget set by the Budget Council within fifteen (15) school days of the final approval by the Services and Activities Fees Committee.
- D. Attend and take attendance at each Committee² meeting and serve as the Vice-Chair.

309.00 THE INTERNAL AFFAIRS COMMITTEE

309.01 The Internal Affairs Committee shall:

- A. Be responsible for maintaining regular communication with each of the Committees per their request.
 - 1. Internal Affairs Committee shall be a resource as needed for the Programming and Service Committees.
 - B. Review the ASWSU Bylaws and offer any amendments via bills as described in section 304.04;
 - C. Make any and all necessary grammatical changes to the Bylaws; and
 - 1. Any corrections made by the Internal Affairs Committee may not alter the definition or intent of the changes;
 - 2. All grammatical changes made shall be reported to the Senate; and
 - 3. All grammatical changes shall take effect upon signed approval by the Pro Tempore.
 - D. Coordinate all internal affairs of the Senate; and
 - E. Be responsible for planning at least two (2) Senate bondings a year.
 - 1. One shall be held within the first eight weeks of the semester.
 - 2. One shall be a community service project.
 - a. In the case that the university transitions to an online learning environment, the community service project may be modified or cancelled at the discretion the Internal Affairs Committee Chair.
 - F. Regularly attend weekly Internal Affairs Committee meetings.
- 309.02 The Internal Affairs Chair shall:
- A. Attend all Committee² meetings or find an alternate to do so.
 - B. Be an ex-officio member of Committee².
 - C. Be a voting member on Budget Council and Vice Chair of the Council
 - D. Be Vice Chair of the Revision and Bylaw Committee when it is convened.
 - E. Notify ASWSU Service and Programing Committee Chairs of their responsibility to report to the Senate.
 - F. Act as the Pro Tempore of the Senate in the Pro Tempore's absence.
 - 1. In the absence of the Internal Chair, the Internal Vice-Chair shall act as Pro Tempore.
- 310.00 SENATE COUNCILS
- 310.01 The Senate shall have the following councils:
- A. The Rules Council; and
 - B. The Budget Council.
- 310.02 The Senate Administrative Assistant shall take minutes at all council meetings.
- 310.03 Council Chairs shall:
- A. Set the agenda for each meeting; and
 - B. May speak to the media on behalf of the Council.
- 311.00 THE RULES COUNCIL
- 311.01 The voting members of the Rules Council shall be the Chair and Vice Chair of each Senate Committee and the Pro Tempore.
- 311.02 The Pro Tempore shall be the Chair of the Rules Council.

- 311.03 The Vice President shall be the ex-officio, non-voting, Vice Chair of the Rules Council.
- 311.04 The Rules Council shall:
- A. Have authority concerning referral, review and revision of the Bylaws, and any further laws, codes, rules, or regulations affecting the governance of ASWSU;
 - B. Hear and take action on funding request appeals;
 - C. Hear and take action on bylaw suspensions as outlined in 102.03;
 - D. Hear and take action on legislation as outlined in 305.00; and
 - E. Approve Senate meeting agendas.
- 312.00 THE BUDGET COUNCIL
- 312.01 The voting members of the Budget Council shall be:
- A. The Senate Engagement Committee;
 - B. The Senate Internal Affairs Committee;
 - C. The Senate Pro Tempore.
- 312.02 The Senate Engagement Committee Chair shall be the Chair of the Budget Council.
- A. The Chair of the Budget Council shall:
1. Send the Budget Council materials to the Senate Programming Committees two months prior to the Budget Hearings;
 2. Meet with the ASWSU Advisor and the Vice-Chair of the Budget Council to develop the Budget Council timeline;
 3. Hold budget workshops during Committee²;
 4. Send the sign-up schedule for Budget Hearings to the Programming Committee Chairs;
 5. Prepare the materials with the Senate Pro Tempore and Budget Council Vice-Chair for the Services and Activities Fees Committee Presentations for approval;
 6. Prepare and send the memorandum for each Programming Committee with the allocation amount approved by the Services and Activities Fees Committee.
 - a. The Chair of the Budget Council may only vote in the event of a tie.
- 312.02 The Internal Affairs Committee Chair shall be the Vice Chair of the Budget Council.
- 312.03 The Chief of Staff and Finance shall serve as a non-voting, ex-officio member.
- 312.04 There shall be an advisor from the Student Engagement Services present at every Budget Council meeting.
- 312.05 Any decisions made by the Budget Council during the budget hearings must be passed by a two-thirds (2/3) vote of the seated membership to be presented to the Services and Activities Fees Committee.
- 312.06 The organizations and departments allowed to petition the Budget Council are:
- A. The ASWSU Programming Committees;
 - B. The ASWSU Executive Branch;
 - C. The Election Board;
 - D. The Judicial Board;

- E. KUGR;
 - F. LandEscapes/Visiting Writers Series;
 - G. Cable 8 Productions;
 - H. STAGE Student Theatre;
 - I. Allegro; and
 - J. Any other organization designated by the Service and Activities Fees Committee.
- 312.07 No ASWSU Branch or Programming Committee shall be barred from submitting a budget to the Budget Council for the Budget Hearings procedure unless deemed necessary by a three-fourths (3/4) plus one (1) vote of the Budget Council.
- 312.08 In the event that a single organization's budget is cut by more than ten percent (10%) from the previous year, that organization shall be given the opportunity to present its budget individually to the Service and Activities Fees Committee.
- 312.09 The Budget Council Chair shall present the final budget recommendations to the Senate within ten (10) school days following final approval by the Budget Council.
- 312.10 The Budget Council Chair and Vice Chair shall present the final budget recommendations to the Service and Activities Fees Committee for approval.
- 312.11 Upon Services and Activities Fees Committee approval, the budgets will be presented to the ASWSU Senate-Elect by the Budget Council Chair at their first meeting during the Spring semester.
- 312.12 The Budget Council shall make the preliminary allocation of the budgets no later than fifteen (15) school days prior to the last Friday of the Spring semester.
- 312.13 In the case that the Services and Activities Fees Committee does not approve the Budget Council's request, the Budget Council must convene within fourteen (14) school days of the Committee's decision in order to make necessary adjustments to the overall budget.
- 313.00 EXECUTIVE BUDGET COUNCIL
- 313.01 The voting members of the Executive Budget Council shall be:
- A. The President;
 - B. The Vice President;
 - C. The Chief of Staff and Finance;
 - D. The Senate Budget Council Chair; and
 - E. Other members may be added at the discretion of the Chair.
- 313.02 The Chief of Staff and Finance shall be the Chair of the Executive Budget Council.
- A. The Chair of the Executive Budget Council may only vote in the event of a tie.
- 313.03 The Senate Budget Council Chair shall be the Vice Chair of the Executive Budget Council.
- 313.04 There shall be an advisor from the Center for Student Involvement present at every Executive Budget Council meeting.
- 313.05 The organizations allowed to petition the Executive Budget Council are:
- A. KZUU; and
 - B. Student Legal Services.
- 314.00 BUDGET HEARING PROCESS
- 314.01 The guidelines for the budgeting process are as follows:

- A. The Executive Budget Council Chair shall communicate the budget process and timeline to all organizations electronically during the Fall semester;
- B. All organization budget proposals must be submitted in both written and electronic format by the budget deadline as specified by the Executive Budget Council Chair in order to be considered;
 - 1. Written copies must be signed by both the organization's advisor and the Chair of the organization upon submission.

314.02

Budget Hearings:

- A. Budget Hearings shall take place by the end of the second weekend of February.
- B. Organizations shall be given time to present their budget request and provide justification.
- C. Following the presentation, the Executive Budget Council may ask questions of the presenters.
- D. Any decisions made by the Executive Budget Council during the Budget Hearings must be passed by a two-thirds (2/3) vote of the seated membership.
- E. The Executive Budget Council shall make decisions regarding budgets in adherence with the Services and Activities Fees Committee Guidelines.
- F. The Executive Budget Council shall present their approved budgets to the Senate Budget Council for final approval no later than fifteen (15) school days following the completion of the budget hearings.
- G. In the event where organizations are scheduled to present on the first day of Budget Hearings and fail to appear before the Budget Council, the Budget Council will decide by a two-thirds (2/3) vote of the seated membership to either:
 - 1. Hear the organization's presentation on the second day of Budget Hearings;
 - 2. The organization will present directly to the Budget Council via Zoom;
 - a. The organization is responsible for contacting the Budget Council to arrange a Zoom presentation; or
 - 3. The Budget Council can review the submitted material and vote on an allocation amount based on the information provided.

315.00

PRO TEMPORE

315.01

The Pro Tempore, with the understanding that the following duties and responsibilities may not be delegated, shall:

- A. Chair the Senate Rules Council;
- B. Act as the Chair of the Senate in the Vice President's absence;
- C. Act as the Parliamentarian during Senate meetings;
- D. Act as the official liaison between the Legislative Branch and the Executive Branch;
- E. Represent the Senate at meetings and to the media, except regarding financial matters;

- F. Work with the Senate Administrative Assistant to oversee the management of all Senate social media pages and facilitate their transition to the incoming Pro Tempore;
 - G. Manage the Senate office;
 - H. Oversee the Senate budget;
 - I. Hold eight (8) office hours per week;
 - J. Manage an electronic reporting system for the weekly activities of Senators and Delegates;
 - K. Facilitate the submission of Senator/Delegate affiliations as defined in 302.01 and ensure it is published on the WSU online platform and the ASWSU website;
 - L. Pursue Judicial Board action against any Senator not reasonably fulfilling their defined duties in the Constitution and Bylaws;
 - M. Facilitate an open and publicized application process to choose and appoint a Senate Administrative Assistant by no later than the second Senate meeting of the academic year;
 - N. Facilitate communication with the ASWSU Senates of the branch campuses;
 - O. If necessary, manage the interests and affairs of the Senate during the summer session or assign a Senator to do so;
 - P. Work with the Administrative Assistant to place all passed bills within (2) weeks of their passage into the Bylaws; and
 - Q. Any other duties as assigned by the Senate or the Rules Council.
- 315.02 The Pro Tempore shall be elected at the beginning of the first meeting of the Senators-Elect during the spring semester, or within ten (10) school days of the removal of the previous Pro Tempore according to the procedure outlined in 316.02.
- 315.03 The Pro Tempore may be removed from the office of Pro Tempore by either of the following methods:
- A. Vote of No Confidence; and
 1. Upon the receipt of a seconded motion on the floor, a majority vote of no confidence is required for removal.
 - B. Dismissal.
 1. Should the Pro Tempore fail to fulfill any of the duties enumerated in Section 313.01, any member of ASWSU may file a grievance against the Senate Pro Tempore with the Judicial Board.
 2. Should the Pro Tempore be found guilty, they shall be removed from the office of Pro Tempore.
 3. The Internal Affairs Chair will be the acting Pro Tempore for the remainder of the meeting, or until a permanent Pro Tempore is elected.
- 315.04 The procedure for appointing a replacement Pro Tempore shall be as follows:
- A. If the Internal Affairs Chair would like to run for the position of Pro Tempore, he or she, as acting Pro Tempore, shall appoint an interim Pro Tempore.
 - B. The Senate Chair will hold nominations for the official Pro Tempore position.
 - C. The rules and actions for electing a new Pro Tempore are outlined in Section 316.02.

316.00 SENATE ADMINISTRATIVE ASSISTANT

316.01 The Senate Administrative Assistant shall:

- A. Be confirmed by a majority vote of the seated Senate membership;
- B. Serve for the entirety of the current Senate Session, unless removed by a majority vote of the seated Senate membership;
- C. Attend all Senate and Rules Council meetings;
 - 1. Take roll at the start of the meeting;
 - 2. Record minutes for the meeting; and
 - 3. Perform first readings of all legislation.
- D. Hold one (1) office hour per week;
- E. Forward all Senate meeting agendas to the ASWSU Department of Communications to be posted on the ASWSU website as well as update the Senate WSU online platform page at least one (1) school day before Senate meetings upon approval by the Rules Council;
- F. Distribute all unapproved Senate meeting minutes to all Senators at least one (1) school day before Senate meetings;
- G. Distribute all Senate meeting materials to Senators prior to Senate meetings;
 - 1. These materials may include: the meeting agenda, bills, resolutions, referenda, funding requests, and application materials.
 - a. All edits to the aforementioned material must be clearly outlined within all distributed Senate meeting materials.
- H. Post all approved Senate Committee meeting minutes on the Senate WSU online platform page within two (2) school days after Committee meetings;
- I. Distribute all unapproved Rules Council meeting minutes to Rules Council members at least one (1) school day before the next Rules Council meeting;
- J. Post all approved Rules Council minutes on the Senate WSU online platform page within two (2) school days after Rules Council meetings;
- K. Add all approved amendments from the Senate Meeting into the necessary bills after passage;
 - 1. Place the approved bill(s) on the Senate Presiding Officer's desk the evening of ratification for signing;
 - 2. Place the approved bill(s) on the President's desk within two school days of being signed by the Senate Presiding Officer;
 - 3. Place the approved resolution(s) on the Senate Presiding Officer's desk the evening of ratification for signing.
 - 4. Place the approved resolutions on the Vice President's desk within two (2) school days of being signed by the Pro Tempore.
- L. Post all signed bills and resolutions on the ASWSU website and the Senate WSU online platform page within five (5) school days of passage;
- M. Properly implement all bills into the Bylaws within two (2) weeks of their passage as defined by 304.08, with the Pro Tempore;
- N. Shall regularly post the most updated copy of the Constitution and Bylaws on the ASWSU website and the Senate WSU online platform page once per month.

- O. Communicate all election-related actions taken by the Senate to the Election Board Chair within two (2) school days of its passage;
- P. Maintain an updated binder including all Senate agendas, bills, resolutions, referenda, and other items deemed necessary by the Pro Tempore; and
- Q. Perform other duties as assigned by the Pro Tempore.

317.00 SENATORS-ELECT

317.01 Senators-Elect shall meet twice during the last three weeks of the academic year.

317.02 Senators-Elect shall have the power to:

- A. Sit on the Rules Council, the Budget Council, and Senate Committees as ex-officio, non-voting members;
- B. Confirm incoming Executive Officers and ASWSU Programming Committee Chairs;
- C. Confirm persons who did not participate in the General Election and are applying for a vacant Senate seat for the next academic year; and
- D. Nominate and elect an interim Pro Tempore for the final two (2) meetings of the academic year by majority vote.
- E. Nominate and elect a Pro Tempore during the first meeting of the Senators-Elect in Spring semester by majority vote of the seated Senate-Elect membership.
 - 1. Each candidate shall have time to speak and answer questions of the Senators-Elect.
 - 2. Voting shall be by roll call and shall be recorded as the first and last name of the person for which each Senator-Elect casts their vote.

318.00 COMPENSATION

318.01 Senators/Delegates shall:

- A. Not work during school breaks;
- B. Receive additional compensation for events that the Pro Tempore approves;
- C. Be paid once per month.
- D. Be paid according to their respective positions:
 - 1. Delegates shall be paid \$1,980 per academic year;
 - 2. Senators shall be paid \$2,240 per academic year;
 - 3. Committee Chairs and Vice Chairs shall be paid \$2,610 per academic year;
 - 4. The Pro Tempore shall be paid \$4,450 per academic year;
 - 5. Senators-Elect shall be paid \$132 for both meetings at the end of the academic year.

318.02 The Senate Administrative Assistant shall

- A. Not work during any school breaks;
- B. Be paid once per month;
- C. Be paid \$1,980 per academic year.

318.03 The Pro Tempore shall have authority to withhold pay for Senators, Senators-Elect, Delegates or the Senate Administrative Assistant if they do not fulfill their weekly requirements.

319.00 VACANCIES

319.01 Should a Senate vacancy occur, there shall be an open and publicized application process of at least two (2) weeks to choose and submit, within fifteen (15) school days of the occurrence of the vacancy, a list of three (3) nominees for the vacancy. At the next scheduled Senate meeting, the Senate, by plurality vote of the seated membership, may select one of the three (3) candidates to fill the vacancy or request a new list of nominees within fifteen (15) school days.

- A. The President and Vice President shall be responsible for filling all Senator/Delegate vacancies;
- B. The President-Elect and Vice President-Elect shall be responsible for filling all Senate-Elect vacancies;
- C. The Pro Tempore shall be responsible for filling all administrative vacancies of the Senate;
- D. If fewer than three (3) applications are received, all candidates that applied shall be presented to the Senate.
- E. If no nominees are presented, the Senate may confirm, by a two-thirds (2/3) vote of the seated membership, a nomination from the floor.

319.02 If more than one-fourth (1/4) of the Senate seats become vacant at any one time, a special election to fill the positions must be scheduled within twenty (20) school days.

319.03 The Election Board shall notify the Senate of any positions not filled by the general election or special elections, including those nominees who do not meet the eligibility requirements set forth in the Constitution and Bylaws, within (10) school days of the general election.

320.00 SUMMER AUTHORITY

320.01 The interests and affairs of the Senate shall be managed by the Pro Tempore or an assigned senator by the Pro Tempore during the summer session subject to specific directives given by the newly elected Senate during the final budget approval in the spring.

TITLE IV— THE EXECUTIVE BRANCH

400.00 PRESIDENT

400.01 The President shall:

- A. Carry out ASWSU policies as set in the Constitution, Bylaws, and Senate action;
- B. Oversee all ASWSU programs and activities subject to the direction of the Senate;
- C. Communicate and assert student needs to the University administration and all necessary government bodies and individuals;
- D. Meet regularly with the Pullman Chancellor and other university administrators;
 - 1. There shall be an open and publicized way for members of ASWSU to submit questions, concerns, or issues for discussion with administrators.
- E. Collaborate with the Department of Communication to publish a press release in the Daily Evergreen once a month;
- F. Report to the Senate once a month as outlined in 403.00;

- G. Shall meet with the Director(s) of Auxiliaries once a month;
- H. Hold an open and publicized application process to recommend undergraduate students to any committee that requires the input of undergraduate students outside of ASWSU;
 - 1. The application shall be rolling, and available online and advertised to all undergraduate students, which includes all available committees for students to apply to. The President may then select candidates from these applications, at their discretion.
- I. Hold an open and publicized application process to appoint the following as directed by the Constitution and Bylaws:
 - 1. Committee Chairs;
 - 2. Director(s) of Auxiliaries;
 - 3. Judicial Board members;
 - 4. Election Board members;
 - 5. Senators to vacant Senate seats; and
 - 6. Executive Officers.
- J. Notify the Senate Pro Tempore of any Executive Officer position vacancies with five (5) school days of the vacancy occurring, and provide an approximate time frame for when applications for the vacancy will be posted and publicized;
- K. Form the Constitution and Bylaws Revision Committee every four years in the fall semester starting in the year 2020;
 - 1. The President shall provide notification of the committee's formation before the Senate at large within four (4) weeks of the start of the Fall semester.
- L. Facilitate meetings between the President, Pro Tempore, and Committee² Chair at least once per month during the academic year.
 - 1. A designated Executive Officer shall record minutes and distribute them within one (1) school week to all officers of ASWSU.
- M. Post and maintain at least twenty (20) office hours per week; and
 - 1. Office hours must occur between the hours of eight in the morning (8 a.m.) until eight in the evening (8 p.m.).

401.00 VICE PRESIDENT

401.01 The Vice President shall:

- A. Chair Senate meetings;
- B. Serve as the liaison between the Executive Branch and the Senate;
- C. Regularly attend Committee² and serve as the liaison between the Executive Branch and the ASWSU Programming Committees;
- D. Organize and plan an ASWSU leadership event during the Fall semester;
 - 1. Cougar Leadership Retreat is an annual student leadership development event when all ASWSU Officers and Programming Committee members meet for orientation in ASWSU, set goals, and collaborate together.
- E. Represent ASWSU at meetings and to the media on behalf of the President;

- F. Post and maintain at least twenty (20) office hours per week;
 - 1. Office hours must occur between the hours of eight in the morning (8 a.m.) until eight in the evening (8 p.m.).
 - G. Chair the Constitution and Bylaw Revision Committee; and
- 401.02 The Vice President shall assume all powers and duties of the President in the event that the President is absent or unable to perform the obligations associated with the office.
- 401.03 The Vice President shall carry out other duties as directed by the President, Constitution, Bylaws, and Senate policy.
- 402.00 EXECUTIVE OFFICERS
- 402.01 Executive Officers shall be those members of the Executive Branch whose responsibilities are of such consequence to the functioning of ASWSU that their appointment shall require compensation and thus confirmation by the Senate.
- 402.02 The Executive Officers shall include at least the following:
 - A. Chief of Staff and Finance;
 - B. Director of Legislative Affairs;
 - C. Director of Diversity, Inclusion, and Veteran Affairs;
 - D. Director of Communications;
 - E. Director of Community Affairs;
 - F. Director of Health and Safety; and
 - G. Director of University Affairs.
- 402.03 The President can create additional Executive Officer positions.
 - A. The President shall create a list of additional Executive Officer positions they wish to create which are not enumerated in Section 402.02. The President shall present these positions before the Senate with a written description for approval:
 - 1. The Senate may amend the list and written description by a simple majority vote;
 - 2. The list in its final form must be approved by a two-thirds (2/3) vote to create the Executive Officer positions. These positions do not need to be approved individually;
 - 3. Applications for proposed Executive Officer positions may be opened prior to the position's approval by the Senate; and
 - 4. The approval of Executive Officer positions must take place prior to appointing individuals to said positions.
 - B. Positions not enumerated in Section 402.02 will expire at the end of the term of the President who created them.
- 402.04 All Executive positions shall be confirmed by the incoming Senators or current Senators for the current administration. All Executive positions must have open and publicized application periods of at least two (2) weeks.
- 402.05 During the Spring Semester, following Spring Break, a vacant Executive position may be filled without an application period with confirmation from the Senate by two-thirds (2/3) vote. These confirmations are exempt from 402.05, however the officer must maintain a 2.5 GPA cumulatively during their term.

403.00 EXECUTIVE REPORTS

403.01 Executive Officers, or their designee, will report to the Senate at the discretion of the Chief of Staff, President, and Vice President, or at the request of the Senate. Officers will present based on the significance of project or usage funds. Officers will be sent to present to the Senate once per month, excluding May, June, July, August, and December. Officers who do not report will send a brief report to the Chief of Staff, to be presented to the Senate by the Chief of Staff or by their designee.

403.02 Reports shall include the following:

- A. A summary of what has been accomplished since the previous report. September reports shall give a summary of what has been accomplished since the Executive Officer was confirmed;
- B. Specific goals for the coming month and general goals for the remainder of the academic year;
- C. Any other information the Executive Officer or the President shall deem necessary; and
- D. If the Executive Officer is not able to attend the meeting at the discretion of the Pro Tempore with proof, they may submit their report in writing to the Pro Tempore to be read aloud by the Vice President.

403.03 A report of past expenses and a list of planned expenses shall be included in the Chief of Staff and Finance's first and last report of each semester.

- A. If the Senate objects to a future spending measure, this must be articulated through a regularly passed bill;
- B. Inaction by the Senate on a spending item that is specifically articulated in the written spending report by an Executive Officer shall be considered consent; and
- C. If the Senate objects to a past spending measure that was not previously reported, the reason for its omission shall be investigated by the Senate Engagement Committee.

403.04 Following a report, Senators shall have the opportunity to ask questions of the Executive Officer for five (5) minutes, after which time the Senate may vote to add an additional five (5) minutes.

404.00 REMOVAL OF EXECUTIVE OFFICERS

404.01 Executive Officers may be removed from office as outlined in Bylaw 404.02 or 404.03.

404.02 Executive Officers may be removed from office by the President.

- A. If the President removes an Executive Officer, the President, or their designee, must notify the Senate within ten (10) school days.

404.03 Executive Officers may be removed from office by the Senate via the following impeachment procedure:

- A. Impeachment proceedings may be brought against an Executive Officer by a majority vote of the seated membership of the Senate;
- B. The hearing shall take place within twenty (20) school days, excluding breaks, of the time of the vote to bring the proceedings and shall happen after at least five (5) school days have elapsed;

- C. A written request of attendance and list of grievances shall be delivered to the Executive Officer in question and the President within two (2) school days of the vote to bring the proceedings against the Executive Officer;
 - 1. This written request can be substituted by an email in the case that the Executive Officer in question is not consistently reachable at their office hours;
- D. The Chief Justice, or their designated Justice, shall preside over the hearing.
- E. The President and Vice President may each make a statement at the beginning of the proceedings;
- F. The Executive Officer in question shall have time to address the list of grievances in front of the Senate;
- G. Senators may ask any questions of the Executive Officer;
- H. If the Executive Officer does not attend the proceedings, the President may address questions from the Senate; and
- I. A two-thirds (2/3) vote of the seated membership of the Senate shall be required to remove an Executive Officer from office.

404.04 In the event that an Officer listed under 402.02 is removed from office, the President shall have fifteen (15) school days after the two (2) week application period to recommend for appointment a new member of ASWSU to the vacant position. The Senate shall either confirm or deny the new candidate within the allotted time. If the President does not appoint a new candidate within ten (10) school days, a member of ASWSU who is nominated from the floor may be confirmed. The Senate may, by majority vote, extend the amount of time for the President to find a replacement.

405.00 CHIEF OF STAFF AND FINANCE

405.01 The Chief of Staff shall:

- A. Oversee all spending and keep up-to-date budgets of the ASWSU Executive Staff;
- B. Oversee the funding request process in collaboration with the ASWSU Senate Engagement Chair;
- C. Be responsible for the Executive Budget submission to the Services and Activities Fees Committee; and
- D. Pass all spending information through the ASWSU President for approval.

405.02 The Executive Assistant shall operate under the direction of the Chief of Staff who shall:

- A. Oversee the weekly activities of the Executive Officers and assist with day-to-day operations as needed;
- B. Regularly meet with the President and Vice President;
- C. Carry out any other duties deemed necessary by the President and Vice President.

405.03 The Department of Finance shall operate under the direction of the Chief of Staff and Finance, who shall:

- A. Oversee the weekly activities of the Executive Officers and assist with day-to-day operations as needed;
- B. Regularly meet with the President and Vice President;

- C. Carry out any other duties deemed necessary by the President and Vice President;
- D. Meet regularly with the Directors of Auxiliaries;
- E. Serve as an ex-officio member of the Senate Engagement Committee;
- F. Be a member of the Budget Council; and
- G. Be responsible for maintaining transparency in ASWSU budgets.

406.00 DEPARTMENT OF LEGISLATIVE AFFAIRS

DEPARTMENT OF LEGISLATIVE AFFAIRS

406.01 The Department of Legislative Affairs shall:

- A. Pursue the legislative priorities of ASWSU with the consent of the President and in accordance with Senate approval;
- B. Raise awareness of issues of particular importance to students;
- C. Carry out programs and initiatives to encourage student participation in the political process;
- D. Coordinate Cougar Day at the Capital with the other WSU campuses;
 - 1. Cougar Day at the Capitol is an annual student lobbying event when students from WSU Pullman and other WSU campuses spend a day meeting with legislators in Olympia to lobby on behalf of the legislative agenda.
 - 2. One must be in good standing with the University and attend at least three (3) in-person Cougar Lobbying Meetings unless otherwise stated by the Director of Legislative Affairs.
 - a. If a student is or has not been in good standing with the University, allow for exemptions on a case-by-case basis at the review of the President, Vice President, Director of Legislative Affairs, and the Deputy Directors of Legislative Affairs.
 - b. The President, Vice President, Director of Legislative Affairs, and the Deputy Directors of Legislative Affairs shall have full authority on deciding who is able to attend Cougar Day at the Capital and who is not.
 - 3. Follow Lobbying Agenda set by SGC (Student Government Council)
 - a. The Student Government Council of Washington State University consist of each student body President, Vice President, and Director of Legislative Affairs from each WSU campus.
 - b. The Director of Legislative Affairs and the Deputy Directors should play an active role in helping plan and coordinate Cougar Day with other SGC members.
 - c. Ensure that there are no more than five (5) or six (6) legislative priorities to be lobbied for Cougar Day.
 - i. Cougar Day agenda items should be of matters regarding and directly affecting higher education, students, and WSU as a system. Avoid topics that stretch these boundaries and do not benefit students.

- D. Lead ASWSU and the other WSU campuses concerning all legislative issues affecting students;
- E. Supervise and direct the work of the Cougar Lobby Team; and
- F. Organize events to increase student voter registration and voter turnout in local, state, and national elections.

406.02 The Director of Legislative Affairs shall:

- A. Be responsible for the management and overall direction of the Department of Legislative Affairs;
- B. Serve as ASWSU's official student lobbyist in Olympia during the regular session of the Washington State Legislature;
- C. File all necessary lobbyist paperwork with the Public Disclosure Commission, pursuant to Washington state law;
- D. Establish and maintain relationships with elected officials and other government officials;
- E. Submit a proposed legislative agenda to the President and approved by the Senate by the first Senate meeting of November unless granted an extension by the President. The finalized agenda shall consist of both State and Federal priorities that affect higher education, students, or WSU and be distributed to the President and Senate and be made available to all members of ASWSU;
- F. Chair the Cougar Lobby Team during the Fall semester.
- G. Be responsible for maintaining WSU Pullman representation at Washington Student Association (WSA) meetings by attending in-person when possible and either teleconferencing or delegating a replacement when necessary;
 - 1. Must serve as a member of the SGC and WSA Legislative Committees. If unable to attend, select a proxy if able.
- H. Maintain contact throughout the academic year with the DOLAs from GPSA, ASWSU Spokane, ASWSU Tri-Cities, ASWSU Everett, ASWSU Global, and ASWSU Vancouver;
- I. Attend, or send a designated attendee, to all meetings of the Student Government Council (SGC) during the academic year;
- J. Frequently update ASWSU members as they see fit;
- K. Create a pass down document of a summary overview at the end of their term. The collection of documents is to be held in a binder in the ASWSU office for future guidance. The document should include but is not limited to;
 - 1. The legislative agenda of ASWSU;
 - 2. Lobbied legislation;
 - 3. Pertinent information on WSA;
 - 4. Pertinent information on SGC;
 - 5. Pertinent information on individual legislators;
 - 6. Any relative advice and notes to hold for future assistance.

406.03 The Deputy Director of Legislative Affairs shall:

- A. Assist the Director of Legislative Affairs in proposing a legislative agenda;
- B. Chair the Cougar Lobby Team during the Spring semester.
- C. Assist the Department of Legislative Affairs in their lobbying duties as needed.
 - 1. Prepare folders for all members going to Coug Day at the Capitol and include documents and other resources as needed.
 - 2. Assist in other Coug Day duties as needed.
- D. Assist and participate in implementing voter registration and other civic events.

407.00 DEPARTMENT OF DIVERSITY AFFAIRS

407.01 The Department of Diversity, Inclusion, and Veteran Affairs shall:

- A. Be composed of a Director and a Deputy Director
- B. Maintain consistent and equal outreach to registered student organizations and ASWSU Programming Committees of underrepresented students, including but not limited to the LGBTQ+ community, multicultural and international community, veterans, students with disabilities, and regularly attend events held by these organizations; Organize an annual fundraising banquet supporting multicultural programming events;
- C. Collaborate with and provide support for the ASWSU Multicultural Conferences (Including but not limited to S.H.A.P.I.N.G., V.I.B.E.S., and C.A.S.H.E.);
- D. Collaborate with an assist VC in organizing the annual ASWSU x VC wreath lay during Veterans Week;
- E. Coordinate with the relevant ASWSU Officers to distribute information about open applications or positions.

407.02 The Director shall:

- A. Serve as ASWSU liaison to and maintain frequent conversations with the Office of Outreach and Education, the LGBTQ+ Center, the Access Center, the International Center, the Women's Center, Multicultural Student Services, the Office of Tribal Relations, and the Office of Veteran Affairs;
 - B. Create awareness and educational events to facilitate conversations surrounding issues related to diversity including but not limited to race, culture, ethnicity, nationality, religion, gender and expression, sexuality, ability, age, veteran status, and citizenship status;
 - C. Attend a minimum of two (2) multicultural conferences (S.H.A.P.I.N.G., V.I.B.E.S., and C.A.S.H.E.);
 - D. Plan, organize, host, and execute the ASWSU Multicultural Conference Fundraiser;
 1. Funds raised shall go to the Conference Funding Committee.
 - E. Chair the Conference Funding Committee;
 1. The Committee shall allocate all funds raised to be used for the ASWSU Multicultural Conferences.
- 407.03 The Deputy Director shall: Represent and advocate for students by serving on committees, boards, task forces, and other organized input processes as necessary:
- B. Coordinate with the Election Board to raise awareness and encourage diverse participation in elections;
 - C. Assist with the planning and organization of the ASWSU Multicultural Conference Fundraiser;
 - a. Be a co-host of the ASWSU Multicultural Conference Fundraiser;
 - D. Attend a minimum of one (1) multicultural conference (S.H.A.P.I.N.G., V.I.B.E.S., and C.A.S.H.E.).

408.00 DEPARTMENT OF COMMUNICATION

408.01 The Department of Communication shall:

- A. Be composed of a Director and a minimum of two (2) Deputy Directors

1. The Director shall:
 - a. Be responsible for the management and overall direction of the Department of Communication;
 - b. Manage all Executive ASWSU social media accounts;
 - c. Meet with the Senate Pro Tempore twice per month to ensure effective communication of the work of the Senate;
 - d. Communicate regularly with Programming and Service Committees and to help promote any and all events and programs held by the Committees;
 - e. Aid the Deputy Directors in any of their duties; and
 - f. Oversee the communication of an ASWSU Newsletter to the undergraduate student population that:
 - i. Is communicated by WSU email;
 - ii. Is communicated no less than once per month;
 - iii. Includes any relevant updates on the work of the ASWSU:
 1. Executive Branch;
 2. Legislative Branch;
 3. Judicial Branch;
 4. Election Board;
 5. Auxiliary Committees; or
 6. Auxiliary Organizations
 - iv. Include a schedule of future ASWSU events.
2. The Deputy Directors shall:
 - a. Retain ownership and ensure the continued operation of the aswsu.wsu.edu domain name;
 - i. The publicly available, online website shall contain at least the following, and must be updated within five (5) school days of any changes:
 1. A directory with contact information for all:
 2. Senators and Delegates;
 3. Executives- A profile of the President and Vice President.
 4. Judicial Board members;
 5. Election Board members;
 6. Committees; and
 7. ASWSU Initiatives.
 - ii. All legislation passed by the Senate;
 - iii. ASWSU news and press releases;
 - iv. The most updated copy of the Constitution and Bylaws;
 - v. Judicial Board decisions;
 - vi. A method for any member of ASWSU to file a case with the Judicial Board; and
 - vii. A method for any member of ASWSU to file an Election Board violation.

- b. Maintain and develop ASWSU branding and design;
- c. Manage communication requests submitted to the Department;
 - i. Work with requester to develop communication request and create content needed to fulfill request.
- d. Develop and maintain methods for any member of ASWSU to provide feedback to ASWSU; and
- e. Work with the Election Board to promote the upcoming election and required events as enumerated in section 703.02.

409.00 DEPARTMENT OF COMMUNITY AFFAIRS

409.01 The Director of Community Affairs shall:

- A. Serve as the official liaison and spokesperson between ASWSU and the Pullman City Council;
 - 1. Establish and maintain relationships with Pullman City Council elected officials;
 - 2. Monthly report of City of Pullman agendas and issues pertinent to students to the ASWSU Senate;
 - 3. Schedule two (2) ASWSU x City of Pullman meetings during the academic year in collaboration with the Senate External Affairs Committee Chair.
- B. Serve as the official liaison and spokesperson between ASWSU and the Pullman Chamber of Commerce;
 - 1. Regularly attend Pullman Chamber of Commerce meetings or serve on a committee representing Pullman business interests including;
 - a. Downtown Pullman Association;
 - b. Pullman 2040;
 - c. Town Gown Collaborative;
 - d. Pullman Arts Commission;
 - e. Other committees.
 - 2. Establish and maintain relationships with members of the Pullman Chamber of Commerce.
 - 3. Attend and assist in the planning of the Pullman Chamber of Commerce Cabaret event.
- C. Serve as a member on the College Hill Association board;
 - 1. Organize a walk audit in conjunction with the College Hill Association in the Fall;
 - 2. Plan and orchestrate an annual sustainability event in conjunction with the Deputy Director of Campus Sustainability, College Hill Association, and Community Partners.
- D. Advocate on behalf of students to change, amend, or eliminate city ordinances that impact students; and
- E. Serve as a resource for Off-Campus Housing needs in Pullman by:
 - 1. Providing information to students about off-campus housing;

2. Providing information to students about their landlord-tenant rights;
3. Serving as a liaison between students and the Whitman County Landlord-Tenant Association;
4. Assisting in the search for safe and reliable spaces for student living;
5. To educate students on leasing and rental practices; Regularly attend Off-Campus Living Housing Meetings with the Dean of Students;
6. To plan and organize the ASWSU Housing Fairs.
 - a. Required to plan one (1) housing fair per semester.
- F. Coordinate efforts between the City of Pullman and ASWSU to increase student engagement in the Pullman community;
- G. Work in partnership with GPSA to orchestrate a community outreach event to challenge food insecurity;
- H. Coordinate a community volunteering event within the ASWSU Executive Branch.

410.00 DEPARTMENT OF HEALTH AND SAFETY

410.01 The Department of Health and Safety shall:

- A. Promote student health and safety through education and awareness programs on topics including, but not limited to mental health and sexual violence;
- B. Work in collaboration with Cougar Health Services to promote health-related information;
- C. Promote and host events during Mental Health Awareness Week in the month of October;
- D. Promote and host events during Sexual Assault Education and Awareness Week in the month of April;
- E. Work in collaboration with the Office of Equal Opportunity to promote sex discriminated-related information; and
- F. Promote efforts to increase overall safety on campus; and
- G. Work in collaboration with Cougar Health Services to host a Sexual Health Awareness week by providing free STI tests to students post Spring Break;
- H. Other duties as assigned.

410.02 The Director shall:

- A. Be an advocate for student health and safety concerns;
- B. Serve as a member of the Student Health Advisory Council (SHAC) in collaboration with Cougar Health Services;
- C. Serve on the Mental Health Planning Series Committee;
- D. Meet bi-weekly with Cougar Health Services to discuss and collaborate on projects regarding student health and safety concerns; and
- E. Supervise and direct the work of the ASWSU Sexual Assault and Mental Health Awareness Executive Committees;
- F. Be the liaison between students and health-related organizations;
- G. Coordinate with the vending machine vendor to receive updates on the ASWSU Resource Vending Machine; and

H. Serve as a member of the Safety and Wellness Expo Committee.

411.00 DEPARTMENT OF UNIVERSITY AFFAIRS

411.01 The Department of University Affairs shall:

A. Be composed of a Director and a minimum of 2 Deputy Directors.

411.02 The Director shall:

A. Be responsible for the management and overall direction of the Department of University Affairs.

B. Act as the key representative of students to the university by sitting on key committees, boards, task forces, and other organized input processes as necessary;

C. Develop and maintain a working relationship with university administration;

D. Coordinate the selection and placement of student representatives to sit on various committees across the university that require student representation, both from ASWSU, as well as at-large;

1. Supervise and coordinate activities of student representatives on university committees.

E. Delegate duties to a Deputy Director as appropriate; and

F. Chair the Student Safety and Security Committee or delegate this duty to one of their Deputies.

G. Meet with the Graduate and Professional Student Association (GPSA) once a semester.

411.03 Deputy Director of Student and Academic Affairs

A. The Deputy Director of Student and Academic Affairs shall manage the activities relating to university student affairs and academic committees under the guidance of the Director.

1. Shall report to the Director on behalf of the committees they serve on.

411.04 Deputy Director of Sustainability

A. Promote student and community sustainability through education on proper waste management practices and waste reduction;

1. Shall report to the Director on behalf of the committees they serve on.

B. Establish and maintain relationships with WSU Waste Management and Pullman Disposal Services;

1. Attend facility tours of WSU Waste Management and Pullman Disposal Services;

C. Work in collaboration with WSU Waste Management to promote important waste disposal information and education to students;

D. Act as a sustainability representative of students by sitting on relevant committees, boards, task forces, and other organized input processes as necessary;

E. Regularly attend Environmental Sustainability Alliance (ESA) meetings;

F. Promote and host events during Earth Week in the month of April.

412.00 EXECUTIVE COMMITTEES

The Associated Students of Washington State University (ASWSU)

- 412.01 Any member of ASWSU shall be eligible to be a member of an Executive Committee.
A. An Executive Committee may require an open and publicized application to become a member.
- 412.02 Executive Committees shall be overseen and directed by a respective Executive Officer.
A. Should an Executive Officer choose to appoint a Chair, they must provide an open and publicized application process. These appointments are not subject to compensation or confirmation from the Senate.
B. Should the Executive Officer or Committee Chair not be present at an Executive Committee meeting, the meeting will be canceled.
- 412.03 Executive Committees:
412.04 Mental Health and Sexual Violence Prevention Committee
A. Shall operate under the direction of the Department of Health and Safety.
B. The purpose of the committee shall be to raise awareness of mental health and sexual violence on campus and identify and promote resources on campus.
- 412.05 Cougar Lobby Team
A. Shall operate under the direction of the Department of Legislative Affairs.
B. The purpose of the committee shall be to plan events to increase civic engagement on campus, assist with the development of the legislative agenda, to help coordinate the planning of Coug Day at the Capitol under the direction of the Deputy Director of Legislative Affairs, and to provide support for the Director of Legislative Affairs while lobbying in Olympia.
C. Shall begin meeting by the end of September each school year.
- 412.06 Community Affairs Committee
A. Shall operate under the direction of the Department of Community Affairs.
B. The purpose of the committee shall be to raise awareness of and promote community events.
- 412.07 Communication Committee
A. Shall operate under the direction of the Department of Communication.
B. The purpose of the committee shall be to support the efforts of the Department of Communication. The committee shall create content and other duties as assigned.
- 412.08 University Affairs Committee
A. Shall operate under the direction of the Department of University Affairs.
B. The purpose of the committee shall be to help facilitate and support the efforts of the Department and their work with administration and faculty and other duties as assigned.
- 412.09 Diversity Affairs Committee
A. Shall operate under the direction of the Department of Diversity Affairs.
B. The purpose of the committee shall be to assist with preparation for the multicultural fundraising banquet and other duties as assigned.
- 413.00 COMPENSATION

The Associated Students of Washington State University (ASWSU)

- 413.01 The President and Vice President shall be paid no more than one hundred percent (100%) of the Undergraduate Budget of the school year in which they will hold office as calculated by the Office of Financial Aid and Scholarships.
- A. The President and Vice President shall be paid once per month during their term in office, including summer.
- 413.02 The President shall determine the compensation of each Executive Officer.
- A. Executive Officers shall be paid
1. An hourly rate; and
 2. Twice per month.
- 413.03 The President-Elect and Vice President-Elect shall submit to the Senate for the approval of Executive Officer salary schedules in which the compensation of each Executive Officer is detailed.
- A. No Executive Officer shall be paid more than thirty percent (30%) of the maximum compensation of the President as calculated in 310.01.
- B. No Executive Officer may be confirmed to their position until their salary schedule has been approved by the Senate.
- 414.00 SUMMER AUTHORITY
- 414.01 The interests and affairs of ASWSU shall be managed jointly by the President and Vice President during the Summer Session subject to specific directives given by the newly elected Senate during the final budget approval in the spring.

TITLE V— THE JUDICIAL BRANCH

- 500.00 POWERS
- 500.01 The Judicial Board may with a majority vote:
- A. Formally reprimand an officer of the ASWSU;
- B. Issue writs of mandamus;
- C. Terminate membership standing in ASWSU;
- D. Review all cases and controversies under the Constitution and Bylaws of a member against ASWSU, ASWSU against a member, and a member against another member;
- E. Hear all bylaw interpretation requests from ASWSU Officers;
1. Notification of all bylaw interpretations must be sent by a member of the Board, in writing or electronically, to both the Senate Pro Tempore and the Executive Chief of Staff and Finance, within forty-eight (48) hours of the interpretation hearing. The Senate Pro Tempore and the Executive Chief of Staff and Finance must notify their respective bodies regarding the hearing. Compel attendance of members of ASWSU to appear before itself.
- F. Demand public documents held by members of ASWSU;
- G. Rule on all Election code disputes; and

- H. The Judicial Board is endowed with no legislative power.
- 500.02 The powers listed in 500.01 shall be the only powers enumerated to the Judicial Branch, amendable only by the Senate, except for explicit duties and powers listed in the Constitution.
- 501.00 DUTIES
- 501.01 The Judicial Board shall:
- A. Keep a copy of all decisions as binding precedence;
 - B. Elect the Chief Justice at the beginning the Fall semester from the Judicial Board membership, to be appointed by the President, and confirmed by a two-thirds (2/3) vote of the seated Senate membership.
 - C. Review bills that are recommended by the Rules Council within five (5) for consistency with the ASWSU Constitution and Bylaws:
 - 1. The Judicial Board shall only have the power to give a “do pass”, a “do not pass”, or a “no recommendation”; and
 - 2. The Judicial Board shall have no power to amend or defeat a bill.
 - D. Review bylaw suspension proposals that are recommended by the Rules Council within five (5) days:
 - 1. Th Judicial Board shall only have the power to give a “do pass”, a “do not pass”, or a “no recommendation.”
 - E. Conduct a yearly audit in the fall of the ASWSU Constitution and Bylaws to identify any inconsistencies; and
 - F. Present the findings of their audit and the recommendations to the ASWSU Senate in a timely manner.
 - G. After each election, the Judicial Board shall present to the Senate a list of all decisions made by the Judicial Board regarding interpretation of the Election Codes;
- 501.02 Compensation for Associate Justices
- 501.03 Associate Justices shall:
- A. Be paid a stipend;
 - B. Be paid once a month.
- 502.00 APPOINTMENTS AND CONFIRMATIONS
- 502.01 Judicial Board applicants shall:
- A. Be appointed by the President after a two (2) week open application period; and
 - 1. If the President does not appoint a candidate within ten (10) school days following the open application period, the Senate may nominate a new candidate from the floor.
 - B. Be either confirmed or denied by the Senate within the allocated time; and
 - 1. The Senate may, by majority vote, extend the amount of time for the President to find and nominate and replacement.
 - C. If confirmed, serve throughout the remainder of their undergraduate career unless
 - D. dismissed by the procedure outlined in 506.00-506.02.

503.00 CHIEF JUSTICE

503.01 The Chief Justice shall:

- A. Act as the presiding officer in all Judicial Board functions, hearings, and all special sessions;
- B. Serve as Chief Justice for throughout the remainder of their undergraduate career unless dismissed by the procedure outlined in 506.00-506.02
- C. Act as the Judicial Board representative in all external matters
- D. Maintain two (2) regular office hours along with the official Judicial Board email;
- E. Schedule and plan all Judicial Board meetings and hearing times;
- F. Swear in all members of the Senate, Executive Officers, Election Board, and Judicial Board;
- G. Brief all ASWSU Officers on both Judicial Board procedures and the Bylaws at the beginning of the Fall semester;
- H. Present all Judicial Board decisions before the Senate at the Senate Meeting following the decision;
- I. Present the yearly Judicial Board audit of the Constitution and Bylaws to the Senate within ten (10) days of completion;
- J. The Chief Justice shall attend Senate meetings if requested by the Senate Pro Tempore. If the Chief Justice is unable to do so, they shall delegate the duty of attending to an Associate Justice; and
- K. Delegate these and any other duties to Associate Justices as needed.

503.02 Compensation for the Chief Justice

503.03 The Chief Justice shall:

- A. Be paid a stipend; and
- B. Be paid once per month.

504.00 DEPUTY CHIEF JUSTICE

504.01 The Deputy Chief Justice shall:

- A. Be elected by a majority vote of the Associate Justices in the beginning of the Spring semester of each academic school year; and
- B. Shall work directly with the Court Clerk to ensure each decision is posted on the ASWSU website within ten (10) days of the case being heard; and
- C. Assist the Chief Justice in their duties.

505.00 COURT CLERK

505.01 The Court Clerk shall:

- A. Update and maintain the Judicial Board binders with all relevant documents;
- B. Take minutes at all Judicial Board function, hearings, and special sessions;
- C. Ensure that all Judicial Board documents are filed and posted on the official ASWSU Website;
- D. Email all Judicial Board decisions and related documents to the Administrative Assistant and the Pro Tempore;
- E. Collect signatures for opinions from the Justices when needed; and

- F. If the position of Clerk is vacant these duties will be delegated by the Chief Justice to the Associate Justices.

506.00 REMOVAL OF JUSTICES

506.01 Four (4) unexcused absences per academic year shall be grounds for dismissal from office.

- A. At the time of a fourth unexcused absence, the Justice's seat shall be evaluated by the other Justices.
- B. After a unanimous vote by the remaining Judicial Board members in favor of dismissal, the recommendation of the Judicial Board shall be forwarded to the Senate.
 - 1. A three-quarters (3/4) vote of the seated Senate membership shall be required to remove a Judicial Board member from office.

506.02 Any Justice who receives three (3) unexcused tardies will receive one (1) unexcused absence.

- A. In case of accumulation of unexcused absences, the Chief Justice shall enforce the following unexcused absence rules:
 - 1. First (1st) unexcused absence: The Justice shall receive an informal reprimand from the Chief Justice in writing.
 - 2. Second (2nd) unexcused absence: The Justice shall be required to meet with the Chief Justice to discuss the absences.
 - 3. Third (3rd) unexcused absence: The Justice shall be required to meet with the Chief Justice and the ASWSU advisor to discuss the unexcused absences and the ASWSU Code of Ethics.
 - 4. Should a Justice accumulate any further unexcused absences the Chief Justice shall refer the Justice to the Judicial Board for action under the Removal of Justices section.
- B. The Chief Justice shall notify the Justice of an unexcused absence within seven (7) days of the unexcused absence.
- C. Justices have the right to appeal any unexcused absence given by the Chief Justice to the Judicial Board.

506.03 To remove a Justice for a violation of the Code of Ethics a three-quarter (3/4) vote of the seated Senate membership shall be required to remove a Judicial Board member from office.

- A. The Chief Justice is required to come before the Senate to defend their position as to why the Justice has been voted to be removed from office.
- B. The Justice is required to come before the Senate to defend their position on the Judicial Board.

507.00 RULES AND PROCEDURES

507.01 The Judicial Board shall create and publish rules and procedures to govern hearings consistent with the Constitution and Bylaws. Unless otherwise stated, the most recent edition of Robert's Rules of Order, Newly Revised shall govern all meetings of the Judicial Board.

508.00 FILING BRIEFS

508.01 Petitioner(s) and respondent(s) shall each be allowed to file a written brief for the Board's consideration prior to the final hearing on the case.

509.00 HEARING PROCEDURE

509.01 The petitioner(s) shall present their case first, followed by the respondent(s).

509.02 Each party shall have fifteen (15) minutes to present their case and five (5) minutes for a rebuttal.

509.03 The Justices may take time as necessary for questioning.

509.04 All parties may present witnesses and evidence during their period of argument

509.05 The Chief Justice shall determine relevance and allow or disallow the admittance of evidence presented.

510.00 DECISION NOTIFICATION

510.01 Written opinions of the Judicial Board shall be published no later than five in the evening (5 p.m.), five (5) school days following a Judicial Board hearing.

510.02 Written decisions shall be presented to the Senate at the first formal meeting following the publication of the Judicial Board opinion by the Chief Justice or the Chief Justice's designee.

510.03 Dissenting opinions, if any, shall accompany the majority decision.

511.00 REMEDY

511.01 If the Judicial Board finds that a member has violated the Constitution or Bylaws, the Judicial Board may levy sanctions in accordance with the Constitution and Bylaws.

512.00 BRINGING A CASE TO THE JUDICIAL BOARD

A. To file a case against another individual, the filing party must:

1. Hold a meeting with a Student Involvement advisor prior to sending the case to the Judicial Board.

B. This section shall only apply to ASWSU Officers.

TITLE VI— FUNDING OF AN OPERATING BUDGET

600.00 BUDGET HEARING PROCESS

600.01 The guidelines for the budgeting process are as follows:

A. The Budget Council Chair shall communicate the budget process and timeline to all organizations both electronically and in person at a Committee Squared meeting during the Fall semester;

B. All organization budget proposals must be submitted in both written and electronic format by the budget deadline as specified by the Budget Council in order to be considered;

1. Written copies must be signed by both the organization's advisor and the president or chair of the organization upon submission;

- 600.02 Budget Hearings:
- A. Budget Hearings shall take place one month prior to the Service and Activities Fees Committee budget presentation.
 - B. Organizations shall be given time to present their budget request and provide justification.
 - C. Following the presentation, the Budget Council may ask questions of the presenters.
 - D. Any decisions made by the Budget Council during the Budget Hearings must be passed by a two-thirds (2/3) vote of the seated membership.
 - E. The Budget Council shall make decisions regarding budgets in adherence with the Services and Activities Fees Committee Guidelines;
 - F. Upon approval of budgets by the Services and Activities Fees Committee, the Budget Council Chair shall communicate the information within fifteen (15) days to each organization.

- 600.03 Budget restrictions:
- A. All organizations that request a student travel budget must provide a short report to the Senate after the funds have been spent.

601.00 CHANGING AN OPERATING BUDGET

601.01 All Committees must receive permission from the ASWSU Senate to change line-items within their respective budgets.

601.02 Changes shall be approved by the following procedure:

- A. The Chair, Treasurer, or equivalent member of the Committee requesting the transfer shall submit a written request to the Engagement Committee; and
- B. The request shall be reviewed by the Engagement Committee.
 - 1. If the request is one thousand dollars (\$1000.00) or less it must be submitted at least one (1) week in advance to the Engagement Committee. The Engagement Committee shall determine what action shall be taken or it shall be referred to the Budget Council.
 - 2. If the request is over one thousand dollars (\$1000.00), it must be submitted at least two (2) weeks in advance to the Engagement Committee. The Engagement Committee shall refer the request to the Budget Council, which shall determine what action shall be taken.
 - 3. The submitters of the request shall be allowed to give a brief justification for the transfer.
 - 4. The Engagement Committee or the Budget Council shall have time to ask questions of the Committee.
 - 5. The Engagement Committee has the authority to deny any request of any amount without going to the Senate.
 - a. The reasoning for the denial shall be stated in the Engagement Committee's report during Senate.

TITLE VII— ELECTION CODES

700.00 DEFINITIONS

- 700.01 An Elected Office shall be defined as a position within ASWSU that is eligible to be filled via an election, with the understanding that circumstances may require individuals be appointed to this position and that these appointees are still considered to hold an Elected Office;
- 700.02 A Candidate is defined as an individual who has submitted an official Declaration of Candidacy Packet and who is seeking an Elected Office;
- 700.03 An Executive Ticket is composed of two Candidates who are running for President and Vice President;
- 700.04 The Candidates Meeting shall be a meeting between the Election Board and all Candidates, Sponsors of Ballot Issues, and members of Campaign Teams;
- 700.05 Campaigning shall be defined as a written or verbal presentation of any kind aimed at garnering support for a Candidate or Ballot Issue;
- 700.06 A Campaign Team shall be defined as a group consisting of members of ASWSU who have been registered with the Election Board and who work collectively on a campaign;
- 700.07 A Complainant shall be defined as a member of ASWSU who has filed an official Election Code Violation Form with the Judicial Board;
- 700.08 A Defendant is defined as a Candidate or Sponsor of a Ballot issue against which an Election Code Violation Form has been filed;
- 700.09 A Recall Election shall be considered to be a Special Election in which one or more ballot questions present the option of removing an officer of ASWSU from an Elected Office;
- 700.10 A Polling Site shall be defined as a physical station established and administered by the Election Board for the purpose of recording votes in a Primary or General Election;
- 700.11 A Ballot Proposal shall be defined as any referendum, constitutional amendment, or student fee initiative which shall be initiated by the Senate or upon petition of ten percent (10%) of the membership of ASWSU and be voted on by students during a special or general election;
- 700.12 A Constitutional Amendment shall be defined as an addition to or revision of the Constitution;
- 700.13 A Referendum shall be defined as a proposed statement of policy on which the opinion of the student body is sought;
- 700.14 A student fee initiative shall be defined as an addition or revision to student fees;
- 700.15 A Third Party shall be defined as a person, group of people, or entity that resides outside of ASWSU.
- 701.00 ELECTION CODE AUTHORITY
- 701.01 The Election Codes shall govern all ASWSU elections as called for by the Constitution, Bylaws, or Senate action;
- 701.02 The Election Codes shall apply to all Candidates seeking election, all Sponsors of Ballot Issues, members of Campaign Teams, and to individuals who promote election issues independently.
- 702.00 COMPOSITION OF THE ELECTION BOARD

- 702.01 The Election Board shall be comprised of a minimum of three (3) members and a maximum of ten (10) members;
- A. In the case that the university has transitioned to an online learning environment and is unable to obtain a minimum member amount, a minimum of two (2) members may be considered to be acceptable if the Election Calendar is due.
 - 1. Election board members may continue to be confirmed by the Senate up until the Declaration of Candidacy Period.
 - B. The Election Board may enlist the support and participation of others in election matters;
 - 1. Enlisted individuals may not vote on Election Board matters and may not be allowed to directly or indirectly support, promote, or campaign for or against any Candidate or Ballot Issue to be decided in an election during the entirety of the academic year in which they are or were appointed;
 - 2. Enlisted individuals are not subject to confirmation by the Senate.
- 702.02 The application for seats on the Election Board shall be opened by the President-Elect by the first meeting of the Senate-Elect in the Spring Semester;
- A. The application for the Election Board shall be a rolling application and shall remain open until all seats on the Election Board have been filled;
 - B. Individuals who apply to be on the Election Board may be interviewed and appointed by the Senate-Elect during the Spring semester;
 - C. The Election Board Chair shall be confirmed by a two-thirds (2/3) majority vote of the Senate by the sixth (6th) week of the Fall semester.
 - 1. If a Special Election is required after the General Election, the Election Board Chair must be confirmed by the second meeting of the Senate-Elect during the Spring Semester.
- 703.00 POWERS AND DUTIES OF THE ELECTION BOARD
- 703.01 Day to day authority and control of all elections shall be delegated to the Election Board.
- 703.02 The Election Board shall:
- A. Request interpretations of the Election Codes from the Judicial Board when necessary;
 - 1. After each election, the Judicial Board shall present to the Senate a list of all decisions made by the Judicial Board regarding interpretation of the Election Codes.
 - B. Not offer interpretations of the Election Codes;
 - C. Enforce the Election Codes by informing individuals of the applicable rules and by requesting Election Code Violation hearings by the Judicial Board when necessary;
 - D. Create an Election Calendar to specify the timeline of the:
 - 1. Declaration of Candidacy Period;
 - 2. Due Date for the Campaign Team Formation Packet;
 - 3. Candidates Meeting;
 - 4. Campaigning;

5. Public Debate and Multicultural Debate;
 6. Primary Election, if applicable;
 7. General or Special Election;
 8. Campaign Expense Declaration Form Due Date.
- E. Present the Election Calendar to the Senate for approval by simple majority vote;
1. The election calendar must be approved at least four (4) weeks before the beginning of the Declaration of Candidacy Period.
 - a. In the case that the university has transitioned to an online learning environment, in extenuating circumstances, this timeline may be considered to be arbitrary.
- F. Inform students that an election is forthcoming by advertising methods including but not limited to:
1. Posting the Election Calendar on the official ASWSU website and corresponding social media accounts no later than three (3) days after its approval by the Senate;
 2. Tabling in locations that receive heavy student traffic, with the exception of buildings in which academic classes are held, for at least five (5) times for a total of twenty (20) hours before the beginning of the Declaration of Candidacy Period;
 3. Posting a press release about upcoming elections on the official ASWSU website and corresponding social media accounts at the beginning of the Declaration of Candidacy Period;
 4. Tabling in locations that receive heavy student traffic, with the exception of buildings in which academic classes are held, for at least four (4) times for a total of fifteen (15) hours during the Declaration of Candidacy Period;
 5. Posting a press release about upcoming elections and declared Candidates on the official ASWSU website and corresponding social media accounts no later than three (3) days after the Candidates Meeting;
 6. Tabling in locations that receive heavy student traffic, with the exception of buildings in which academic classes are held, for at least three (3) times for a total of ten (10) hours during the Campaigning Period;
 7. Posting on official ASWSU social media accounts about the election and the events surrounding it at least three (3) times per week beginning at least two (2) weeks before the start of the Declaration of Candidacy Period and ending after the General Election results have been finalized.
- G. Coordinate procedures with candidates to be used in submission of the Declaration of Candidacy Packet, and validate each packet;
- H. Coordinate procedures with Candidates to be used in submission of the Campaign Team Formation Packet, and validate each Packet;
- I. Facilitate or conduct each event specified by the Election Calendar;
- J. Establish and administer at least one Polling Site during the voting period;

- K. Notify all Candidates and sponsors of Ballot Issues of the Election Results via their official WSU email address within two (2) hours of final tabulation;
- L. Posting a press release about the Election Results on the official ASWSU website and corresponding social media accounts no later than three (3) hours after the final tabulation;
- M. Inform candidates and sponsors of Ballot Issues of Election Code Violations filed against them within thirty-six (36) hours of the filing of the Election Code Violation Form;
- N. Create and publish an Election Code Violation Form;
- O. Serve as prosecutor in all hearings of Election Code Violation hearings against Candidates or Sponsors of Ballot Issues;
- P. Compile a set of recommendations at the end of every academic year informing the Senate-elect of any issues with the Election Codes;
- Q. Carry out all other duties as specified by the Constitution or Bylaws.

704.00 DUTIES OF ELECTION BOARD MEMBERS

704.01 Election Board members shall:

- A. Be appointed by the President and confirmed with a two-thirds (2/3) vote of the seated Senate membership;
- B. Serve for the academic year in which they are appointed for;
 - 1. Election Board members may be appointed for successive terms.
- C. Be ineligible to run for an Elected or Appointed Office during the academic year in which they are or were appointed;
- D. Not be allowed to directly or indirectly support, promote, or campaign for or against any Candidate or Ballot Issue to be decided in an election during the entirety of the academic year in which they are or were appointed;
- E. Not have any affiliation with the Presidential tickets running for an elected position;
 - 1. Affiliations of board members shall be sent to E-Board chair and Senate before the selection process;
 - a. In the case of any matching affiliations with Candidates, the board member will go back to Senate to be reevaluated for their position.

705.00 GENERAL ELECTIONS

705.01 General Elections shall be held annually on the Tuesday and Wednesday before the official university spring break;

- A. The purposes of the general election shall be to:
 - 1. Elect the President, Vice President, and members of the Senate for the following academic year;
 - 2. Vote on any Ballot Issues or Student Fee Initiatives proposed to the ASWSU membership.
- B. General Elections for all races shall be conducted by ranked choice voting.

705.02 Ballots

- A. Ballots shall be electronic for all elections;
- B. If technology permits, candidate names shall appear in random order on each ballot.
 - 1. If technology does not permit, ballot positions for all candidates shall be chosen through a random drawing. The name(s) drawn first for a position shall be placed first on the ballot, and each succeeding draw shall be placed below the name previously drawn.
- C. Ballots shall include all tickets or candidates and shall include numbering options in which voters can rank candidates by preference.

705.03

Polling Sites

- A. Polling Sites must be located in locations that receive heavy student traffic, with the exception of buildings in which academic classes are held;
- B. The locations of Polling Sites shall be advertised by the Election Board via posting on official ASWSU social media accounts.
- C. The ASWSU Election Board shall be the only entity with the ability to administer a polling site;
 - 1. The online voting system, information booth, and polling site operating hours and locations must be well-advertised by the Election Board on-campus prior to and on the days of voting, using such suggested methods as:
 - i. Social media ads, including promoted ads on Facebook and Instagram;
 - ii. Print and/or digital ads in living communities, academic buildings, and centers of student life;
 - iii. RSO presentations;
 - iv. Advisor, RSO, and entity email list servers;
 - v. At least one ad in a section of The Daily Evergreen, appearing within one week of the election.

705.04

In order to be eligible to vote, a person must be a member of ASWSU;

- A. Each student is allowed one (1) ballot to cast their vote.

706.00

SPECIAL ELECTIONS

706.01

Special elections shall be held as required by the Constitution;

706.02

Write-in candidates shall not be accepted in a special election;

706.03

Filing for a Special Election shall be conducted in the same way as for the General Election;

706.04

If an election for a Senate position is invalidated, those seats shall be filled via an application process at the start of the fall semester following the General Election;

- A. If three (3) or more Senate positions are invalidated, those seats shall be filled via a Special Election at the start of the fall semester following the General Election.

706.05

Should both the President and Vice President (or the President-elect and Vice President-elect) positions become simultaneously vacant, or should more than one-fourth ($\frac{1}{4}$) of the Senate seats become vacant at any one time, a Special Election shall be held;

- 706.06 The Special Election Calendar shall contain the same elements as the general Election Calendar.
- 706.07 Special Elections shall be held using ranked choice voting as they would during a General Election.
- 707.00 DECLARATION OF CANDIDACY
- 707.01 In order to appear on a Primary, General, or Special Election Ballot, each Candidate or Executive Ticket must complete and submit an official Declaration of Candidacy Packet by the deadline set by the Election Board;
- A. Declaration of Candidacy packets must be entirely filled out in written form and submitted in person, unless otherwise stated by the Election Board Chair;
- 707.02 Each student shall only be eligible to file one Declaration of Candidacy Packet and appear on the Ballot for one position;
- 707.03 The Declaration of Candidacy Packet must include:
- A. The full legal name(s) of the Candidate(s);
- B. The email and phone number(s) of the Candidate(s);
- C. The position being sought;
- D. A dated signature of each Candidate indicating that the information contained within the Declaration of Candidacy packet is true and accurate;
1. Enough room for Senate and Executive Candidates to gather the required number of valid student signatures and ID numbers;
2. Senate Candidates shall gather a minimum of fifty (50) valid student ID numbers and corresponding signatures;
- 707.04 Executive tickets must collectively gather a minimum of one-hundred (100) valid student ID numbers and corresponding signatures;
- 707.05 Students may sign any number of Declaration of Candidacy Packets;
- 707.06 All student ID numbers must be checked for validity by the Election Board or appropriate university personnel;
- 708.00 CANDIDATE QUALIFICATIONS
- 708.01 All Candidates, declared and write-in, shall meet the following requirements to be elected:
- A. Be a member of ASWSU;
- B. Have a minimum of a 2.5 cumulative GPA at the time of filing the Declaration of Candidacy packet or being elected as a write in Candidate;
- C. Students seeking a Senate seat must be certified into the academic college they seek to represent, with the exception of All-Campus and Uncertified Senators;
- D. Candidates must be aware of their obligation to uphold the ASWSU Constitution and Bylaws.
- 708.02 In accordance with the Family and Education Right to Privacy Act (FERPA), the ASWSU advisor, or another designated university office, shall deem candidates qualified to hold office under the ASWSU Constitution and Bylaws.
- 709.00 WRITE-IN CANDIDATES

- 709.01 Write-In Candidates shall be bound by the Election Codes, with the exception of the Declaration of Candidacy and Candidate's Meeting section;
- 709.02 Write-in Candidates must receive at least twenty-five (25) votes in order to be eligible to be elected;
- A. If a Write-In Candidate receives the most votes for a given position, they shall be elected to that position regardless if they won more than one position or appeared on the ballot for another position.
- 710.00 **BALLOT PROPOSALS**
- 710.01 Legislative Process:
- A. A Ballot Proposal initiated by the Senate shall require the same authorship and sponsorship requirements outlined for legislation, as well as the same approval process with the understanding that:
1. Constitutional amendments shall be heard before the Internal Affairs Committee;
 2. Referenda shall be heard before the External Affairs Committee;
 3. Student fee initiatives shall be heard before the Engagement Committee;
- B. The Senate or author of the Ballot Proposal shall formulate a title and a brief explanation as to the purpose of the Ballot Proposal without argument or prejudice;
1. This explanation will be posted on the ballot adjacent to the ballot question.
- C. For a Senate initiated Ballot Proposal to be placed on the ballot at a General or Special Election, it must be approved by a two-thirds (2/3) vote of the seated Senate membership and be proposed to the Senate at least fifteen (15) school days before the voting period opens.
- 710.02 Judicial Review:
- A. Once a Ballot Proposal is passed by a two-thirds (2/3) vote of the Senate or upon a petition of ten percent (10%) of the membership of ASWSU, the Ballot Proposal must be submitted to the Chief Justice, the Judicial Board will review the Ballot Proposal to ensure it complies with the Constitution and Bylaws. Following the passing of the Ballot Proposal by the Senate, or upon membership petition, the Judicial Board will have one (1) week to review the Ballot Proposal;
- B. After reviewing the Ballot Proposal, the Judicial Board will report to the Senate. If the Judicial Board finds that the Ballot Proposal conflicts with the Constitution or Bylaws, the Ballot Proposal will then be brought back to the Senate, who will then revise the Ballot Proposal in accordance with the recommendation of the Judicial Board;
- C. Upon the Judicial Board returning a Ballot Proposal to the Senate with recommendations, one of the following actions shall be taken;
1. Propose a revised Ballot Proposal drafted by the original author(s) to the Senate floor, which must be approved by a two-thirds (2/3) vote of the

- seated Senate membership, and be resubmitted to the Senate seven (7) school days before the Ballot Proposal is put on the ballot;
2. Motion to approve the original Ballot Proposal without revision, which must be approved by a three-fourths (3/4) vote of the seated membership of the Senate, and be motioned to the Senate seven (7) school days before the Ballot Proposal is put on the ballot;
 3. Take no action, in which the Ballot Proposal will not be put on the ballot.
- 710.03 Ballot contents, procedure, and other regulations:
- A. A Ballot Proposal must be submitted to the Election Board Chair by the Chief Justice ten (10) school days prior to the election upon approval by the Judicial Board, or by the Pro Tempore five (5) school days prior to the election upon the approval of a Ballot Proposal brought back to the Senate;
 1. The filing of each Ballot Proposal initiated by the Senate must be accompanied with a list of the names of its authors and sponsors;
 2. The filing of each Ballot Proposal initiated by a petition must be accompanied with a list of signatures and student ID numbers of at least ten percent (10%) of ASWSU's membership.
 - B. For a Ballot Proposal to be approved, it must receive a simple majority of at least fifty percent (50%) plus one (1) of the votes cast in the election;
 - C. For a student fee initiative, at least twenty percent (20%) of the total undergraduate population must participate in the election;
 1. In the case that the university has transitioned to an online learning environment there shall be a three percent (3%) voter turnout requirement for a student fee proposal to take effect if it passes.
 - D. When voting on the Ballot Proposal, the default answer shall be the option that equates to no change;
 - E. Total expenditures campaigning in support of each position of a Ballot Proposal, paid for with internal or external funding, shall not exceed thirty percent (30%) of in-state undergraduate cost of attendance.
 1. All expenditures made by a group must be reported to the Election Board and accompanied by an itemized report. Reporting and evaluation procedures shall be followed as stipulated for general campaigning.

711.00 CAMPAIGN TEAMS

711.01 Candidates may recruit the help of others in campaign efforts;

- A. Any student who wishes to aid in a campaign must be registered through the Election Board and must be a member of ASWSU on the Pullman campus;
- B. Campaign Teams shall be limited to a maximum of ten (10) members, not including the Candidates themselves;
- C. Members of the Senate or Executive Officers may join a Campaign Team only if they are not seeking an elected position and do not submit a Declaration of Candidacy Packet;

- D. All individuals who wish to aid in a campaign must be registered with the Election Board by the Candidates Meeting, and must attend the Candidates Meeting;
 - 1. Any individuals added to a Campaign Team after the Candidates Meeting must meet with a member of the Election Board to sign the Campaign Team Formation Packet and to be briefed on the Election Codes.
 - E. Candidates will be held accountable for any and all actions taken by members of their Campaign Team;
 - F. Only authorized Team Members shall make purchases on behalf of the Campaign Team;
 - G. Any student who wishes to independently promote a Candidate or Ballot Issue may do so without registering with the Election Board, but may not in any way collaborate with the Candidate or their Campaign Team;
 - 1. The current ASWSU President, Vice President, Pro Tempore, and Chief Justice may not promote, endorse, or collaborate with any Candidate or Campaign Team.
 - H. A Candidate or a member of their Campaign Team shall not collaborate in any way with a non-registered student for the purpose of aiding a campaign;
 - I. If any individual seeking to join a Campaign Team fails to satisfy the above requirements, they shall be ineligible to join a Campaign Team.
- 711.02 The Election Board shall provide each Candidate or Executive Ticket with the Campaign Team Formation packet, which shall contain;
- A. The name(s) of the Candidate(s);
 - B. The student ID number of each Candidate;
 - C. The names and student ID numbers of all individuals who wish to join the Campaign Team;
 - D. An option which indicates which Team Members are authorized to make purchases on behalf of the Candidate(s);
 - E. The dated signature of each team member;
 - F. The dated signature of each Candidate;
 - G. The dated signature of the Election Board Chair;
- 712.00 CANDIDATES MEETING
- 712.01 The Candidates Meeting shall be conducted by the Election Board on the date specified by the Election Calendar and must be open to the public;
- 712.02 Attendance at the Candidates Meeting shall be mandatory for all Candidates, sponsors of Ballot Issues, and members of Campaign Teams;
- A. Failure to attend the Candidates Meeting will result in a Candidate not appearing on the Ballot, with the exception of write-in Candidates;
- 712.03 The Election Board shall provide each individual seeking election with an Election Packet which shall contain:
- A. Instructions to access the ASWSU Constitution and Bylaws;

- B. The Election Calendar;
- C. The Expense Declaration Form;
- D. The Election Code Violation Form;
- E. Code of Ethics and Treatment of Colleagues signature form.

713.00 CAMPAIGNING

- 713.01 There shall be no campaigning prior to the end of the Candidates Meeting with the exception of campaign planning and gathering signatures for the Declaration of Candidacy packet.
- 713.02 All Candidates and sponsors of Ballot Issues shall not break any University, local, state, or federal laws, ordinances, rules or regulations while campaigning;
- 713.03 All Candidates and Sponsors of Ballot Issues shall abide by the Constitution and Bylaws;
- A. Ignorance of any laws, ordinances, rules or regulations shall not constitute a valid defense during an Election Code Violation hearing.
- 713.04 Campaigning in or around buildings where teaching, advising, or research take place shall be limited to:
- A. Addressing registered student organizational meetings, provided the Candidate or Sponsor is a welcomed guest;
 - B. Speaking to a class given the instructor's consent:
 - 1. Senate candidates are only allowed to speak in classes that reside in the colleges they seek to represent;
 - 2. Executive tickets shall not campaign in class.
 - C. Posting campaign materials on general use bulletin boards in academic buildings provided written permission has been obtained from the relevant authority;
 - D. Distributing fliers to students entering academic buildings as long as they abide by WAC 504-26-215 regarding interference with flow of traffic to and from buildings.
- 713.05 There shall be no campaigning of any kind at any athletic event such as greeting and talking with people in line outside of the event location;
- 713.06 Candidates may not campaign at any location in the Compton Union Building, excluding the Student Resource Centers located on the 4th floor and Lower Level 1 (LL1), unless approved by the Election Board Chair. Campaigning in the CUB includes:
- A. Handing out campaign materials;
 - B. Tabling about one's own campaign;
 - 1. The E-Board chair should notify other tickets of approved tabling within 24 hours.
- 713.07 Candidates may campaign using social media provided that:
- A. Social media accounts used for campaigning must be newly created for every election a Candidate participates in;
 - B. A Candidate may use their personal social media account to promote an upcoming election or campaign pages;
 - 1. Candidates may not campaign on their personal social media.

2. Candidates may not share or tag themselves in posts from their campaign pages to their personal social media pages.
 3. Candidates may not tag their personal accounts on their campaign pages.
 - C. Individuals not associated with a Campaign may promote any campaign account on their social media.
- 713.08 Candidates and Sponsors of Ballot Issues may advertise in student newspapers and on the student radio, provided these expenses are reported in the Campaign Expenditure Report.
- 713.09 Candidates and Sponsors of Ballot Issues shall not campaign or post campaign materials on private property without the written permission of the owner;
- 713.10 A record of written permissions shall be maintained by each Candidate and shall be made available to the Election Board upon request;
- 713.11 No form of campaigning shall be painted or applied to sidewalks, outdoor walls of buildings, automobiles, telephone poles, or vegetation.
- 713.12 Any form of campaigning not specified in the Election Codes must be reviewed and approved by the Election Board prior to its use;
- A. This review and approval may take place at any point during the academic year;
 - B. The Election Board shall notify all Candidates of all decisions made on forms of campaigning not specified in the Election Codes during the Candidate's Meeting or during the Campaigning Period.
- 713.13 There shall be no third-party endorsement or hosting of Candidates, Ballot Issues, or campaign events with the understanding that this restriction shall not apply to Registered Student Organizations or to members of ASWSU;
- A. If a party exempted from the previous clause wishes to host a campaign event, they may do so under the following framework;
 1. At least six (6) weeks before the Declaration of Candidacy period begins, a written request must be submitted to the Election Board Chair describing the proposed event, its location, time, and date;
 2. The Election Board may choose to approve the event by a majority vote;
 3. The event must be adopted into the Election Calendar in accordance with the specified schedule for the approval of the calendar by the Senate;
 4. The event must be advertised by the Election Board in the same manner as other events on the Election Calendar;
 5. The event must be scheduled so that all Candidates or Tickets for which the event is designated are given the opportunity to attend; and
 6. The event must abide by all applicable Bylaws or sections of the Constitution governing campaigning or campaign events.
- 713.14 No group or organization under the authority of ASWSU may in any way sponsor or endorse a Candidate or campaign event, as ASWSU is a nonpartisan organization;
- 713.15 Campaign materials shall not be sold in any capacity nor should a Candidate profit in any way from their campaigning activities.
- 714.00 CAMPAIGN MATERIALS

- 714.01 The cost of all Campaign Materials must be accounted for in the Expense Declaration Form, even if the materials were unused;
- 714.02 Posters shall only be placed in the following locations:
- A. General use bulletin boards in academic buildings;
 - B. Hallways and bulletin boards of residence halls, in accordance with the established policies of Residence Life, with the written permission of Residence Life;
 - C. Dining halls, with the written permission of Dining Services;
 - D. Bulletin boards of fraternities and sororities, with the written permission of the chapter President;
 - E. University outdoor bulletin boards and kiosks, with the written permission of the relevant authority;
- 714.03 For each location, candidates shall be allowed to use no more than:
- A. One hundred eighty-seven (187) square inches (11" X17") of surface area on a single bulletin board;
- 714.04 The use of yard signs shall be provided that:
- A. Signs have a maximum length of twenty-four (24) inches and a width of eighteen (18) inches;
 - B. The location of the yard signs cannot be placed on the University campus or on third party property;
- 714.05 The use of banners shall be allowed provided that:
- A. Banners have air vents;
 - B. Banners have a maximum area of thirty-two (32) square feet, and a maximum width of eight (8) feet;
 - C. The location of the banner must follow university policy or with the written permission of the relevant authority;
- 714.06 The removal of Campaign Materials must occur by:
- A. 8 a.m. of the first day of the voting period for materials within one-hundred (100) feet of a polling site;
 - B. Forty-eight (48) hours after the close of the election period for all Campaign Materials;
- 714.07 Candidates or members of their Election Team are prohibited from obscuring, defacing, removing or in any way altering campaign materials other than their own;
- 714.08 Other Campaign Materials:
- A. Stickers may be used provided they are adhered to an object when they are distributed;
 - B. All Candidates or sponsors of Ballot Issues are responsible for any and all damage or litter caused by campaigning
- 715.00 PUBLIC DEBATES
- 715.01 The Election Board must host one (1) Public Debate and one (1) Multicultural Debate between Presidential tickets during the General Election Campaigning Period;
- A. The Debate must occur before voting opens;

- B. No debate must be held during a Primary Election unless agreed upon by all Presidential tickets;
- C. All tickets shall be given equal time to speak during both debates;
- D. Tickets must abide by the ASWSU Code of Ethics as stated in Section 1300.00 during the debate.

716.00 CAMPAIGN EXPENDITURE LIMITATIONS

716.01 The total amount each Candidate, Executive Ticket, or party supporting a Ballot Issue may spend shall be calculated by the Election Board in accordance with Article VII, Section 2 of the Constitution;

716.02 The reporting of campaign expenditures shall be governed by Article VII, Section 2 of the Constitution, with the following qualifications:

- A. Campaign expenditure reports must be submitted on time even if there were no expenditures incurred over the course of the campaign;
- B. The report shall be made on an official Expense Declaration form approved in advance by the Election Board;
- C. All donated material, including use of a venue or location, shall be included in Campaign Expense Declaration Reports and be assigned a fair market value by the Election Board using quoted rates;
 - 1. When possible, quotes shall be obtained from entities operating within or under WSU, followed in preference by quotes from local businesses or organizations, followed by quotes obtained from credible online vendors.

716.03 The Election Board shall prepare an Expense Declaration Form to be provided to each Candidate as part of the Election Packet;

716.04 The Expense Declaration Form shall include:

- A. The dollar amount of all planned and incidental expenses incurred by the Candidate(s) during the Election;
- B. A description of every expense incurred during the Election;
- C. The date of the expense;
- D. All relevant receipts or invoices;
- E. The initials of the Candidate(s) or authorized Campaign Team Member on every expense indicating the approval of that expense;
- F. The signed and dated signature of the Candidate(s) indicating the approval of the Expense Declaration Form;

716.05 Fines levied by the Judicial Board shall not count as an expense on the Expense Declaration Form;

716.06 Fines levied by any entity other than the ASWSU Judicial Board that are levied as a direct result of a Candidate(s) campaigning activities shall be declared on the Expense Declaration Form and shall count as a valid expense;

716.07 Violations of the Campaign Expenditure Limitations shall be governed by Article VII, Section 2 of the Constitution.

717.00 ELECTION RESULTS

717.01 Results of Write-In Elections:

- A. If a Candidate files a Declaration of Candidacy Packet and wins more than one position, the Candidate shall be elected to the position they won via a write in election;
- B. If a Candidate did not file a Declaration of Candidacy Packet and wins more than one position, the Candidate shall be elected to the position for which they received the most votes;
- C. If the winner of a position is unable to accept that position, the position shall be awarded to the runner up;

718.00 RECALL ELECTION

718.01 The following criteria shall be met to place a recall question on a ballot:

- A. A statement justifying the reason for a Recall Election, along with the names of its authors, shall be submitted to the Election Board;
- B. A petition bearing the signatures and student ID numbers of at least ten percent (10%) of the affected constituents shall be submitted for verification to:
 - 1. The Vice President for Senate Recall Elections;
 - 2. The Pro Tempore for Executive Recall Elections;

718.02 Upon meeting the criteria for a recall question, the Senate shall set a reasonable date for the Recall Election;

718.03 The Election Board shall facilitate a Recall Election in the same manner as a Special Election;

719.00 ELECTION TIES

719.01 In the case that a tie should occur between two or more Candidates for an Elected Position then:

- A. The newly elected Senate, upon their commencement, shall determine the winner of this tie by holding an interview process before the end of the academic year in the spring semester;
 - 1. This interview process shall be identical to the ones conducted to fill a Senate vacancy with the caveat that the chosen candidate must receive only a majority vote.

720.00 ELECTION CODE VIOLATIONS

720.01 The Election Code Violation form shall be published on the WSU online platform and provided to each Candidate at the Candidate's Meeting and shall include:

- A. Instructions informing Petitioners of the deadline for violations;
- 720.01 Instructions informing Petitioners of how to submit a violation to the Election Board Chair in hard copy form or via email;
- C. The full name, student ID number, and WSU email of the Petitioners;
- D. The full name(s) of the Respondent(s) the violation is being filed against;
- 720.02 A space for the Petitioner to provide what sections of the ASWSU Constitution or Bylaws have been violated;
- E. A space for the Petitioner to justify why they feel the cited violations are valid;

- F. A space for the Petitioner to provide witness of the violations, given the witness consents to providing their name on the Election Code Violation form.
- 720.03 The Election Board shall govern all Election Code Violation Hearings, and the Election Board Chair shall act as the nonvoting Chair of all such hearings;
- 720.04 The Judicial Board shall govern all appeal hearings, and the Chief Justice shall act as the nonvoting Chair of all such hearings;
- 720.04 The following procedure shall be taken to initiate an Election Code Violation Hearing:
- A. A member of ASWSU shall submit to the Election Board Chair the Election Code Violation Form no later than 5pm the school day following the close of the General Election;
1. If any section of the violation form is left blank or is filled out incorrectly, the violation shall be invalidated at the discretion of the Election Board;
2. If a member of ASWSU fails to submit an Election Code Violation Form, the information brought to the Election Board shall not be accounted for.
- B. The Election Board Chair shall notify the Respondent(s) and shall provide them with a copy of the received Election Code Violation Form;
- C. The Election Board Chair shall notify the Election Board of the violation, and shall provide them with a copy of the received Election Code Violation form;
- D. The Election Board shall notify the Witnesses of the violation, and shall provide them with a copy of the received Election Code Violation form;
- E. The Election Board Chair shall set a time and place for the hearing, provided that the hearing take place as soon as reasonably practicable.
- 720.05 The following procedures shall govern Election Code Violation Hearings:
- A. These hearings shall be open to the public, but public testimony shall not be allowed;
- B. The Petitioner(s) shall present their case first, followed by the Respondent(s);
- C. Minutes of this meeting shall be taken by the Judicial Board Court Clerk;
- D. Each party shall have fifteen (15) minutes to present their case and five (5) minutes for a rebuttal;
- E. The Election Board Members may take time as necessary for questioning;
- F. All parties may present witnesses and evidence during their period of argument;
- G. The Election Board Chair shall determine relevance and allow or disallow the admittance of evidence presented.
- H. At the conclusion of the hearing, the Election Board shall then immediately enter a closed session to deliberate, where they shall either find the Respondent:
1. Guilty of the violation, in which case the Election Board shall take disciplinary action, or;
2. Not guilty, or;
3. Render the decision inconclusive in the case that sufficient information is unavailable.

- I. A ruling of the Election Board shall be published no later than five in the evening (5 p.), five (5) school days following the hearing.
- 720.06 Disciplinary action by the Election Board shall take one of the following forms:
- A. Issue a written warning to the Respondent if the violation can be reasonably be deemed minor;
 - B. Revoke specific campaigning privileges of a Candidate or Campaign Team;
 - C. Impose a monetary fine not to exceed fifty dollars (\$50.00) in compliance with Article VII Section 2 of the Constitution;
 - D. Disqualify the Respondent from the election, or award the position in question to the runner up if the election has already ended;
 - E. After the election, invalidate the election or any part of its results if the violation can reasonably be believed to have altered the allocation of elected positions;
 - 1. If the Respondent is found guilty of such a violation, a Secondary Election shall be held where the Respondent shall be ineligible to participate;
 - 2. The Secondary Election shall only include positions whose results were invalidated by the Judicial Board and shall be held in the same manner as the General Election.
- 720.07 Following the ruling of the Election Board, the Petitioner(s) and/or Respondent(s) can file an appeal to the Judicial Board to rehear the case. The Judicial Board will decide, with a majority vote, whether to hear the case.
- 720.08 The same rules that govern the Election Code Violation Hearing will govern the appeal hearing.

TITLE VIII— GENERAL COMMITTEE GUIDELINES

- 800.00 BECOMING AN ASWSU COMMITTEE
- 800.01 The Senate may grant committee status to any student group requesting recognition at least thirty (30) school days prior to the ASWSU budget request deadline through a bill containing:
- A. The group's statement of purpose;
 - B. Proposed programming or services to be provided by the group;
 - C. The selection process for members and officers; and
 - D. A complete accounting of all assets and liabilities of the group.
- 800.02 The committee's status shall be referred from the Senate to the Internal Affairs Committee and Committee² for separate public meetings for evaluation and a recommendation to the Senate.
- 800.03 The committee status meetings shall be conducted by the Internal Affairs Committee and Committee² no earlier than three (3) school days after referral from the Senate, but must be completed within ten (10) school days after referral.
- 800.04 Notice of the committee status meetings shall be made to the public in accordance with the Open Meetings Act, or successor statutes.

- 800.05 The committee status meetings shall include testimony of any group or individual that wishes to voice information regarding the granting of ASWSU committee status to the applying group.
- 800.06 Upon the receipt of a recommendation from the Internal Affairs Committee and Committee² to the Senate, the committee status bill shall go before the Senate for debate and action.
- 801.00 FUNDING OF NEWLY RECOGNIZED ASWSU COMMITTEES
- 801.01 After one year, a new committee shall be eligible to apply for the funding of an operating budget. For the first year, the new committee shall seek counseling on funds from the Chief of Staff and Finance and the committee advisor.
- 802.00 COMMITTEE AFFILIATION
- 802.01 All committees shall be required to acknowledge affiliation with ASWSU in all advertising and publication.
- 803.00 COMMITTEE CHAIRS
- 803.01 All Committee Chairs must:
- A. Have been an active member of their committee for at least one semester or have a written recommendation from the committee advisor;
 - B. Be elected by committee membership; and
 - C. Be confirmed by the Senate.
 - 1. The Chairs of APASC, BSU, ESA, GSA, Ku-Ah-Mah, MECHA, MESA, ISC, Crimson Group, and VMAS, shall be confirmed no later than the sixth (6th) Senate meeting of the Fall semester.
 - 2. Committees that fail to have a Chair confirmed by the above deadline shall become immediately inactive, in accordance to Section 810.00 of the Bylaws.
 - 3. The sitting Senate shall confirm incoming Programming and Service Committee Chairs in the Spring semester.
- 803.02 All Committee Chairs shall:
- A. Have been an active member of their committee for at least one semester; or
 - B. Have a written recommendation from the committee advisor.
- 803.03 Committee Chairs shall be elected by the committee membership and confirmed by a two-thirds (2/3) vote of the seated Senate membership.
- 803.04 Committee Chairs shall:
- A. Attend a Committee Chair orientation session in the Spring semester;
 - B. Hold at least two (2) meetings a month of their committee;
 - C. Submit a written or in person monthly budget report to Engagement Committee;
 - 1. If desired present in person to explain into details Committee Chair shall let Engagement Chair know;
 - 2. If a Committee did not use any funds a report should be made within the month that no funds were used.
 - D. Submit a budget request to the Budget Council for approval;

1. If a Committee Chair does not submit a budget request to the Budget Council for approval, the respective Committee shall not make funding requests from the Senate for the academic year in which the required budget request would have been used.
- E. Attend Committee Goal Setting at a Committee² meeting and submit a report to the Internal Affairs Chair following the meeting as outlined in Title XIV of the Bylaws.
- F. Attend Committee² meetings or select a representative to attend;
 1. Absences must be communicated in writing to the Committee² Chair at least twenty-four (24) hours in advance of a scheduled Committee² meeting.
 - a. Three (3) unexcused absences will be grounds for removal as Chair;
 - b. At the time of the third (3rd) unexcused absence, the position of Chair will become immediately open for selection per section 804.01 of the ASWSU Bylaws.
- G. Maintain general communication with the Internal Affairs Committee.
 1. The Internal Affairs Committee shall be a resource for the Programming and Service Committees.
- H. Each Committee Chair, or their designee, shall give at least one report to the Senate per semester.
 1. Should a Committee chair fail to report in a semester, they shall have to report twice in the next semester.
 - a. The first report shall be given at the first meeting of the following semester.
- I. Have the power to submit to the Senate a written recommendation to remove an Executive Officer for not faithfully executing or abiding by ASWSU policies.

804.00 OTHER OFFICERS

804.01 Committees may elect other officers to serve on the cabinet.

804.02 All committee officers shall be ASWSU committee members.

805.00 COMMITTEE MEMBERSHIP

805.01 Any student is eligible to be a member of any committee regardless of their race, religion, age, color, creed, national or ethnic origin, gender identity or expression, sexual orientation, physical, mental or sensory disability, history of incarceration, marital status, veteran status, citizenship status, and shall not be discriminated against on any basis.

806.00 COMMITTEE PROGRAMMING REQUIREMENTS

806.01 All committees shall provide programming as required by their purpose.

807.00 COMMITTEE CHARTER

807.01 All committees shall have a committee charter.

807.02 Committee charters shall include at least:

- A. A listing of the functions, powers, duties, and responsibilities of all committee officers;
 - B. A statement describing how the committee intends to fulfill its purposes; and
 - C. Any committee policies.
- 807.03 All committee charters shall be subject to review by the Internal Affairs Committee.
- 808.00 COMMITTEE²
- 808.01 The purposes of Committee² shall be to:
- A. Exchange information among committees;
 - B. Make recommendations to the Senate regarding bills dealing with the governance of committees;
 - C. Suggest policies to the Senate concerning the committees;
 - D. Make general recommendations to the Internal Affairs Committee.
- 808.02 The voting members of Committee² shall be the Committee Chairs or a representative appointed by the Committee Chair.
- A. The Vice President and the Internal Affairs Committee Chair or their representatives shall be ex-officio members.
- 808.03 The Chair of Committee² shall be a voting member of the committee and be elected by a simple majority of the voting members.
- 808.04 The Committee² Chair shall:
- A. Develop the agenda for Committee² meetings;
 - B. Chair Committee² meetings;
 - C. Give at least one report to the Senate each month, excluding May, June, July, August, and December, on the actions of Committee² as a body and each individual committee's activities;
 - D. Attend all Committee² meetings; and
 - E. Report to the Engagement Chair within one (1) school day of any unexcused absences.
- 808.05 Committee² shall meet at least monthly and each semester Committee² shall decide whether or not to meet more frequently.
- 808.06 Committee² shall begin meeting by the end of September of each school year.
- 808.07 shall be defined as a simple majority of the Committee Chairs or their representatives.
- 808.08 When voting on financial matters, vote of the seated membership is required for passage.
- 808.09 A Committee² meeting is an official meeting upon full notification of every Committee Chair through a memo at least five (5) school days prior to the scheduled meeting and a minimum attendance of the Committee² Chair or Committee² Vice Chair.
- 808.10 It is the responsibility of the Internal Affairs Committee Chair to pursue sanctions against the Committee² Chair.
- 809.00 INACTIVE COMMITTEE
- 809.01 An inactive Committee is a Committee with:
- A. No confirmed Chair or Director;
 - B. Less than four (4) members and an advisor
 - 1. Two (2) members shall be officers for the Committee.

809.02 If a Committee is inactive, its budget shall fall under the jurisdiction of the Budget Council, which shall be the only body to extract funds from the inactive Committee's budget. Once a Chair or Director has been confirmed, the budget shall be under the jurisdiction of that Committee.

810.00 REMOVAL OF COMMITTEE

810.01 The committee status bill shall be referred to the Internal Affairs Committee and Committee² for separate public hearings. Committees proposed for removal may be evaluated for recommendation or non-recommendation by the Internal Affairs Committee and Committee².

810.02 Notice of the committee status hearing shall be made to the public in accordance with the Open Meetings Act, or successor statutes.

810.03 The committee status hearing shall include testimony of any group or individual that wishes to voice information regarding the removal of committee status.

TITLE IX— AWARENESS COMMITTEES

900.00 ENVIRONMENTAL SUSTAINABILITY ALLIANCE (ESA)

900.01 Purpose and Objectives:

- A. To promote environmental awareness through information dissemination and educational programming encompassing the local community and university concerns as well as state, regional, national, and global issues.

901.00 VETERANS COMMITTEE (VC)

901.01 Purpose and Objectives: The purpose of VC shall be to provide the support and advocacy necessary to facilitate the successful transition to college, academic excellence, campus involvement, and post-graduation employment of the veteran and dependent student population.

901.02 The objectives of VC shall be:

- A. To advocate for resources for student veterans;
- B. To seek the elimination of educational barriers;
- C. To inform student veterans and equip them with tools to facilitate student success; and
- D. To educate the campus community about veterans and veteran issues.

TITLE X— MULTICULTURAL COMMITTEES

1000.00 ASIAN PACIFIC AMERICAN STUDENTS' COALITION (APASC)

1000.01 Purpose and Objectives: The purpose of APASC shall be to advance the awareness, understanding, and support of Asian American/Pacific Islander (AAPI) students and all underserved communities.

1000.02 The objectives of APASC shall be:

- A. To promote AAPI consciousness through cultural, social, and political education;
- B. To involve AAPIs in multicultural solidarity;

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- C. To celebrate the cultural heritage and traditions of AAPI identities;
- D. To act as an advocate for the interests and welfare of AAPIs and other underserved communities;
- E. To provide active support and resources for the AAPI and other underserved communities; and
- F. To facilitate the Shaping High Asian Pacific Islanders for the Next Generation (S.H.A.P.I.N.G.) Conference.

1001.00 BLACK STUDENT UNION (BSU)

1001.01 Purpose and Objectives: The purpose of BSU shall be to serve students through a variety of ways such as academic and social support, civic engagement, and community involvement. BSU shall be open to all students regardless of their racial/ethnic background.

1001.02 The objectives of BSU shall be to:

- A. Hold dedication to the values of Black Excellence, community service, cultural enrichment, and unity.
- B. To facilitate the Visionaries Inspiring Black Empowered Students (V.I.B.E.S) Conference.

1002.00 KU-AH-MAH

1002.01 Purpose and Objectives: The purpose of Ku-Ah-Mah shall be to provide an environment where students can enjoy each other's' company while being engaged in the native community, put together events such as the annual Pah-Loots-Pu Pow Wow and Round Dance, and bring together a community to help better understand and be engaged with issues that Native Americans face on and off campus.

1002.02 The objectives of Ku-Ah-Mah shall be:

- A. To coordinate activities and opportunities for the Native American students on campus and in the community;
- B. To develop leadership opportunities for the students with an emphasis on empowering Native culture;
- C. To organize activities for students which heighten awareness of issues pertaining to Native Americans locally, nationally, and globally; and
- D. To maintain a working relationship with the Native American Women's Association, Native American Student Center, and the Palouse Falls Drum Group.

1003.00 MECHA DE WASHINGTON STATE UNIVERSITY

1003.01 Purpose and Objectives: The purpose of MECHA shall be to take upon the responsibility to encourage the education and empowerment of, promote awareness of, and commit to the struggle for the self-determination and empowerment of Indigenous, Latinx, Chicanx, and all underserved communities at Washington State University and in the community at large.

1003.02 The objectives of MECHA shall be:

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- A. To strive for educational, cultural, social, political, and better economic representation of the Indigenous, Latinx, Chicanx, and all underserved communities;
- B. To develop and implement plans of action on issues affecting the Indigenous, Latinx, Chicanx, and all underserved communities;
- C. To promote and increase the education of all underserved and underrepresented communities at WSU and beyond;
- D. To provide a scholarship for a student with financial need and a proven record of activism within the community;
- E. To facilitate the Children of Aztlán Sharing Higher Education (C.A.S.H.E) Conference; and
- F. To familiarize all members of the mission and purpose of MECHA by discussing and reading historical documents of our movement and utilize them as guidelines.
 - 1. These documents include, but are not limited to: El Plan De Santa Barbara, El Plan Espiritual de Aztlán, MECHA position papers of Philosophy, the National Constitution, and the Advocacy Agenda.

1004.00 GENDER AND SEXUALITY ALLIANCE (GSA)

1004.01 Purpose and Objectives: The purpose of GSA shall be to provide a safe forum for gay, lesbian, bisexual, asexual, intersex, questioning, queer, transsexual, and transgender persons and their allies.

1004.02 The objectives of GSA shall be:

- A. To provide an avenue for the free exchange of information and resource materials concerning cultural and sexual orientation issues;
- B. To foster a better understanding in the campus community concerning issues pertaining to historic and cultural events related to sexual orientation and gender identity;
- C. To build a sense of community for gay, lesbian, bisexual, asexual, intersex, questioning, queer, transsexual, and transgender persons and their allies;
- D. To sponsor and develop programs of gay, lesbian, bisexual, asexual, intersex, questioning, queer, transsexual, and transgender persons and their allies' issues; and
- E. To raise cultural awareness and serving the interest of the student body and the surrounding community.

1005.00 MIDDLE EASTERN STUDENTS' ASSOCIATION (MESA)

1005.01 Purpose and Objectives: The purpose of MESA shall be to provide a home away from home for Middle Eastern students through fellowship, programming, and educational opportunities, to bring cultural awareness regarding the countries of the Middle East to WSU and the greater Pullman community, and to provide support and bring attention to all student organizations involving Middle Eastern countries, culture, and customs.

1006.00 INTERNATIONAL STUDENTS' COUNCIL (ISC)

- 1006.01 Purpose and Objectives: The purpose of ISC shall be to unite the international registered student organizations, serve as a voice for the international student population at WSU, promote mutual understanding across cultures, races, and beliefs, fosters communication between people of different nationalities, and improve global awareness on campus and in the Pullman community by hosting International Education Week and diverse intercultural programs.
- 1006.02 The objectives of ISC shall be:
- A. To raise cultural awareness of the perspectives and social and cultural backgrounds of international students on campus;
 - B. To bring all international student registered student organizations together;
 - C. To serve as a resource for international student programming at WSU;
 - D. To serve as a leadership development resource; and
 - E. To coordinate, sponsor, and co-sponsor cultural, educational, and diverse events for the benefit of all WSU students.
- 1007.00 CRIMSON GROUP
- 1007.01 Purpose and Objectives: We the members the Crimson Group at Washington State University (WSU) take upon the responsibility to encourage the education of the undocumented people; we promote awareness of the undocumented presence at Washington State University and in the community at large, while advocating for and supporting undocumented students throughout their pursuit of higher education. The Crimson Group is an advocacy and support group led by WSU students aimed to provide tools and resources to those who wish to learn, lead, and advocate for our undocumented community. Members will have the opportunity to gain leadership skills, relationships, and networks that will allow undocumented members to thrive. We prepare our members to guide and assist future generations.
- 1007.02 The objective of Crimson Group shall be:
- A. To strive for educational, cultural, social, political, and better economic representation of the undocumented community.
 - B. To develop and implement plans of action on issues pertaining the undocumented community.
 - C. To promote and increase retention and graduation of undocumented students at Washington State University;
 - D. To provide resources available for undocumented students to guide them to success;
 - E. To increase awareness of up to date laws, policies, impacting the undocumented community;
 - F. To provide training to protect our communities from Customs and Border Patrol and Immigration and Customs Enforcement; and
 - G. To continuously advocate in local, state, and national levels for humane immigration reform and a pathway for citizenship for all immigrants.

TITLE XI— GENERAL AUXILIARY GUIDELINES

- 1100.00 BECOMING AN ASWSU AUXILIARY
1100.01 The Senate may grant auxiliary status to any student group requesting recognition as such as outlined in 800.00-800.06.
- 1101.00 FUNDING OF AN ASWSU AUXILIARY
1101.01 The group requesting shall approve the budget through the organization's advisor and the President, and it shall be included in the Executive budget.
- 1102.00 AUXILIARY AFFILIATION
1102.01 All auxiliary shall be required to acknowledge affiliation with ASWSU in all advertising and promotion.
- 1103.00 The Director(s) of auxiliaries shall be hired according to the following procedure:
A. The President shall hold an open and publicized application process during the Spring Semester for at least two (2) weeks;
B. The Director(s) shall be hired following an interview process conducted during the Spring Semester by a hiring committee comprised of the previous year's Director(s), the advisor, the current President, and a member of ASWSU selected by the President;
1. Should the previous year's Director(s) submit an application to be hired for the following year, they shall be ineligible to sit on the hiring committee.
2. The Director(s) shall be confirmed by the Senate.
C. Meet regularly with the President and their advisor;
D. The Director(s), or their designee, shall give a report to the Senate at least once per semester; and
E. Serve from Commencement to Commencement.
- 1104.00 AUXILIARY PROGRAMMING REQUIREMENTS
1104.01 All auxiliaries shall provide services as required by their purpose.
- 1105.00 AUXILIARY CHARTER
1105.01 All auxiliaries shall have a charter.
1105.02 Auxiliary charters shall include at least:
A. A listing of functions, powers, duties, and responsibilities of the Director(s);
B. A statement describing how the auxiliary intends to fulfill its purposes; and
C. Any auxiliary policies.
1105.03 All auxiliary charters shall be subject to review by the Internal Affairs Committee.
- 1106.00 INACTIVE AUXILIARY
1106.01 An inactive auxiliary is an auxiliary with no confirmed Director.
1106.02 Auxiliaries that fail to have a Director hired shall become inactive upon the discretion of the Senate.

1107.00 REMOVAL OF AUXILIARY

1107.01 The removal of an auxiliary shall follow the process outlined in 811.00.

TITLE XII— AUXILIARIES

1200.00 KZUU-FM/RADIO BROADCAST

1200.01 Purpose:

- A. To provide the University and surrounding communities with creative, alternative, informative, proactive, educational, and entertaining programming;
- B. To offer anyone the opportunity to develop broadcast experience, especially those not interested in a career in broadcasting; and
- C. To provide an alternative to commercial, corporate-controlled radio.

1201.00 STUDENT LEGAL SERVICES

1201.01 Purposes:

- A. To represent student interests, needs, and welfare within the University community on legal issues affecting student life;
- B. To maintain confidentiality and the utmost professionalism at all times regarding clients and their cases;
- C. To inform students on their rights and resources;
- D. To provide students and permanent residents of Pullman with consumer protection services and strive to make them aware of their rights and responsibilities in the marketplace;
- E. To receive, investigate, and act on eligible consumer complaints;
- F. To broaden the information base of the consumers and firms in the Pullman area;
- G. To provide information on landlord tenant rights;
- H. To perform as an advocate for Student Housing.

TITLE XIII— ASWSU CODE OF ETHICS

1300.00 CODE OF ETHICS

1300.01 Preamble: We the leaders of the Associated Students of Washington State University represent the diverse student population of Washington State University. ASWSU seeks to promote the well-being of students by respecting the integrity, dignity, and worth of individuals, with the acknowledgement of differences. The association provides services and opportunities to the student body while maintaining a professional environment. Allegiance to these ideas requires those in positions of leadership within ASWSU to refrain from, and to discourage, behaviors which threaten the freedom and respect every individual deserves.

1300.02 Mission and Goals of ASWSU:

- A. I will place the interests of the membership of ASWSU above my personal goals and values and will clearly distinguish between statements that represent my personal views and those of ASWSU;

- B. Recognizing that ASWSU is a legal organization under Washington State Law, I will obey all lawful authorities, including the Articles of Incorporation, State of Washington Administrative Codes, S&A Fee Guidelines, etc;
- C. I will read and seek to understand the Constitution and Bylaws of ASWSU prior to accepting my position of responsibility and will act in accordance with the spirit and intent of those documents;
- D. I will acknowledge and make public any potential conflict of interest arising from my other involvement;
- E. I will actively seek to involve diverse groups of students in ASWSU programs and services while upholding and respecting cultures that differ from my own;
- F. I will work to uphold a positive image of the Association;
- G. Recognizing that student leaders serve as role models, I will refrain from conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, and other forms of conduct prohibited by the WSU Conduct Code;
- H. I will not misuse the tangible and intangible resources of the Association for personal gain; and
- I. I will follow the approved policies for bringing about change as stated in the Constitution and Bylaws of the Association.

1300.03 Abide by the Honor Statement:

- A. I will act in accordance with and promote the WSU Honor Statement:
 - 1. “Cougs act with integrity, respect, and dignity. In order to uphold the honor of our University, we are steadfast in our commitment to academic excellence and honesty. As members of the Cougar Community, we strive to incorporate these values into our daily lives.”

1300.04 Treatment of Colleagues:

- A. I will demonstrate professional courtesy, emphasizing respect for others and their opinions;
- B. I will explore just methods of resolving conflict;
- C. I will recognize a fair decision-making process, which acknowledges and respects both majority and minority voices in the absence of parliamentary procedure;
- D. I will delegate responsibility with the expectation that those duties will be fulfilled reflecting personal methods and styles;
- E. I will support each individual's endeavors to fulfill the duties of their position;
- F. I will objectively evaluate the opinions and actions of others; and
- G. I will not tolerate language or actions that may discriminate against or devalue any individual student, group of students, or student organization.

1300.05 Obligations to the Students of WSU:

- A. I will be attentive and receptive to the diverse views and needs of my constituency;
- B. I will actively promote open, two-way communication between the ASWSU leadership and the undergraduate students we serve;

- C. I will use ASWSU powers and resources to advance the interests of the students of WSU;
- D. I will view my role as more than representation of student views. I will strive to serve as a strong advocate for students, provide leadership in times of controversy, and ensure that all viewpoints, however controversial, are recognized;
- E. In order to foster a fair and objective decision-making process throughout the organization, I will seek out relevant facts and opinions before decisions are made;
- F. I will present an accurate portrayal of the nature and extent of my qualifications and competencies when applying for positions within ASWSU and when representing ASWSU;
- G. I will not tolerate or engage in discriminatory harassment, including, but not limited to, sexual harassment and gender-based harassment. If I am a witness of discriminatory harassment by a member of ASWSU, I will immediately report to a direct supervisor/advisor, who is a mandatory reporter;
- H. I understand that if I am under investigation through the Office of Compliance and Civil Rights (CCR) for discriminatory harassment, I will not be able to serve in any ASWSU-related position nor represent ASWSU until the investigation has concluded. It will be my responsibility to report to the appropriate advisor if I am under CCR investigation.

1300.06

Leadership:

- A. I will continue my personal development as a student leader by acquiring new knowledge, improving my skills, sharing ideas and information, and participating in the meetings and affairs of ASWSU;
- B. I will encourage and facilitate the leadership development of those students whom I supervise and/or with whom I work in the provision of programs and services; and
- C. I will stress ethical standards in any orientation session, retreat, and meetings that I develop, offer, and present for my fellow students.
- D. I will not use my office or position to unfairly benefit personal friends and colleagues.
 - 1. Members of ASWSU will be able to advocate on the behalf of particular students during an appointment hearing or campaign so long as they differentiate their own view from that of ASWSU; and
 - 2. All members of ASWSU are expected to recuse themselves in decision-making processes where they have a conflict of interest.
- E. I will respect meritocracy in all ASWSU activities, emphasizing the good of the institution over personal preference.

1300.07

Oath of Office:

- A. The elected ASWSU President and Vice President shall take oaths of office at the annual Leadership and Chancellor's Awards for Leadership ceremony;

1. If either a new ASWSU President or Vice President must be appointed at any point throughout the academic year, the newly appointed ASWSU President or Vice President must take an oath of office during a meeting of the ASWSU Senate.
- B. The newly elected ASWSU Senate must take an oath of office prior to the first Senate meeting in which they are present;
- C. Newly confirmed members of the ASWSU Judicial Board must take an oath of office during a meeting of the ASWSU Senate before following through with any duties of the Judicial Board;
- D. Newly confirmed members of the ASWSU Election Board must take an oath of office during a meeting of the ASWSU Senate before following through with any duties of the Election Board;
- E. Newly appointed members of the ASWSU Executive Staff must take an oath of office at a meeting of the ASWSU Senate the week following their appointments; and
- F. The following oath of office must be recited by all members of ASWSU mentioned above:
 1. I do solemnly affirm that I will faithfully execute the duties of my office, act with integrity, respect, and dignity, and will to the best of my ability preserve, protect, and defend the Constitution of the Associated Students of Washington State University.

TITLE XIV— ADDENDUM TO THE ASWSU BYLAWS

Associated Students of Washington State University

This document, in accordance with the ASWSU bylaws, shall serve as an outline for the ASWSU Internal Affairs Committee during its year-long communication with its ASWSU Committees.

- 1400.00 COMMITTEE GOAL-SETTING SESSION
- 1400.01 The Committee Goal-Setting Session shall be held at a Committee² meeting third week of October.
- 1400.02 The Internal Affairs Committee, at least two (2) weeks prior to the Committee Goal-Setting Session, shall provide each participating ASWSU Committee Chair with a memorandum preparing them for the upcoming session.
- 1401.00 PURPOSE
- 1401.01 The purpose of the Committee Goal-Setting Session shall be to:
- A. Begin communication between the Internal Affairs Committee and the ASWSU Committees;
 - B. Allow the Internal Affairs Committee to operate as an effective link between the Senate regarding matters concerning the ASWSU committees; and

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- C. Inform the Senate and ASWSU Committees on how each can assist the other in achieving their respective goals.

1402.00 PARTICIPATION

1402.01 Participation in the Committee Goal-Setting Session shall be mandatory for the following:

- A. ASWSU Internal Affairs Committee Chair and Vice Chair;
- B. ASWSU Awareness Committee Chairs (Title IX)
- C. ASWSU Multicultural Committee Chairs (Title X)

1403.00 CONTENT

1403.01 Topics to be discussed at the Committee Goal-Setting Session shall include, but not be limited to:

- A. A brief description of the ASWSU Committee and its purpose;
- B. What goals or plans the ASWSU Committee has set for the year;
- C. How the ASWSU Committee plans to achieve those goals;
- D. How the Senate can help in achieving these goals;
- E. A plan for the budget for the year;
- F. Any questions the Internal Affairs Committee sees necessary; and
- G. Any questions the ASWSU committee wishes to ask the Internal Affairs Committee.

1403.02 Each Committee Chair shall submit a report to the Senate via the Internal Affairs Chair within two (2) weeks of the meeting. It shall consist of the following:

- A. The outlined goals of the Committee for the year;
- B. Their budget for the year and how each line item will be allocated based
- C. on their goals; and
- D. A statement on how to improve based on the previous year's shortcomings.

TITLE XV— ADDENDUM TO THE ASWSU BYLAWS

**Associated Students of Washington State University
Constitution and Bylaws Revision Committee**

1500.00 PURPOSE OF THE COMMITTEE

1500.01 The Constitution and Bylaws Revision Committee shall serve as an advisory body with the purpose of assisting the Senate in ensuring the cohesion between the ASWSU Constitution and Bylaws in order to better serve the students of Washington State University.

1501.00 FORMATION OF THE COMMITTEE

1501.01 The committee shall be formed in the fall semester every four (4) years starting in the 2020 academic year.

1501.02 Its creation shall be reported to the Senate by the President shortly thereafter.

1502.00 COMPOSITION OF THE COMMITTEE

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- 1502.01 The committee shall be composed of nine (9) members of the ASWSU
- 1502.02 Each committee member shall have one (1) vote
- 1502.03 Committee members shall be as follows:
- A. The Vice President of ASWSU
 - B. The Senate Pro Tempore of ASWSU
 - C. The Senate Internal Affairs Chair of ASWSU
 - D. Four (4) Sitting Senators from the Internal Affairs Committee
 - 1. These Senators shall be chosen by the Senate Internal Affairs Chair.
 - 2. Senators outside of the Internal Affairs Committee may be invited if the Internal Affairs Chair sees fit to do so.
 - E. The Chief Justice of ASWSU Judicial Board
 - F. The Chair(s) of Committee² of ASWSU
 - 1. If there is more than one Chair for Committee², then they will have one (1) vote between them.
- 1502.04 The Vice President shall be the Chair of the Constitution and Bylaws Revision Committee.
- 1502.05 The Internal Affairs Chair of the ASWSU Senate shall be the Vice Chair of the Constitution and Bylaws Revision Committee.
- 1502.06 The Chief Justice shall be the Secretary of the Constitution and Bylaws Revision Committee.
- 1502.07 The committee shall be advised by an existing ASWSU Advisor
- 1503.00 COMMITTEE MEETINGS
- 1503.01 The committee shall meet at least biweekly except if breaks conflict.
- 1503.02 Roll call shall be conducted at the beginning of each meeting for attendance.
- A. If a committee member shall be absent, they must inform the Vice President at least twenty-four (24) hours prior to the meeting.
- 1503.03 A quorum shall be five (5) members.
- 1503.04 All meetings shall be held in accordance with the Open Public Meetings Act.
- 1503.05 All votes shall be done by roll call.
- A. All recommendations must be approved by a two-thirds (2/3) vote to pass.
- 1504.00 COMMITTEE RECOMMENDATIONS
- 1504.01 The committee recommendations will be typed up by the Committee Secretary and sent to the Committee Chair and the Vice Chair no later than three (3) class days after each meeting.
- A. All changes to the Constitution must be approved by the Senate and voted on by the Student Body by referendum.
 - B. All recommendations must go through the normal legislative process. The committee is endowed with no legislative power.
- 1504.02 The Committee Chair shall present the recommendations from the committee during the Senate meeting following each committee meeting.

1504.03 The Committee Secretary shall make sure that all meeting minutes shall be made available for public record no later than five (5) business days after each meeting. All bills shall be posted after final voting approval from the ASWSU Senate.

- A. All records will be posted under the Judicial Board folder of Constitution and Bylaws.