

TITLE NAME CHAPTER

I	SYSTEM OF BY-LAWS	100.00–199.99	2
II	THE LEGISLATIVE BRANCH	200.00–299.99	4
III	THE EXECUTIVE BRANCH.....	300.00–399.99	11
IV	BUDGET, FINANCE, AND FUNDING CODES	400.00–499.99	13
V	ELECTION CODES.....	500.00–599.99	14
VI	SUMMER CONTROL OF ASWSUE.....	600.00–699.99	23
VII	ASWSUE CLUBS.....	700.00–799.99	24

TITLE I-SYSTEM OF BY-LAWS

100.00 PURPOSE

100.01 The purposes of the ASWSUE By-Laws shall be to:

- A. Implement the ASWSUE Constitution.
- B. Specify the policies and operating procedures of ASWSUE not otherwise enumerated in the ASWSUE Constitution.
- C. Specify the powers, functions, duties, and responsibilities of all ASWSUE officials not otherwise enumerated in the ASWSUE Constitution.
- D. Serve as the organizational manual for ASWSUE.
- E. The ASWSUE By-Laws shall not be in conflict with ASWSUE constitution, rules and regulations of Washington State University, laws of city, state, and county government.

110.00 BY-LAW AUTHORITY

110.01 No part of these By-Laws may supersede any part of the ASWSUE Constitution.

110.02 If any part of these By-Laws is found to be in conflict with the ASWSUE Constitution, it shall be amended in such a fashion that it is no longer in conflict with the Constitution.

120.00 BY-LAW COMPLIANCE

120.01 All members of ASWSUE serving in any capacity whatsoever within ASWSUE must comply with the By-Laws, unless such compliance is in direct conflict with the ASWSUE Constitution, the rules and regulations of Washington State University or the laws of the city, county, state, or federal government.

120.02 Willful and/or deliberate disregard of these By-Laws shall be grounds for removal from office through impeachment, recall, or dismissal.

120.03 Bylaws may be suspended temporarily by a three-quarters plus-one ($\frac{3}{4}$ plus 1) vote of the total membership of the Senate.

130.00 BY-LAW FORM

130.01 The ASWSUE By-Laws 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.

130.02 Each chapter may be subdivided by means of a decimal arrangement. For example: Chapter 100.00, 100.01, 100.02 and so on; and each of these sections may in turn be subdivided by the use of capital letters in alphabetical order.

140.00 BY-LAW AMENDMENT

140.01 The ASWSUE By-Laws may be amended by a two-thirds vote of the seated membership of the ASWSUE Senate.

140.02 The ASWSUE Senate shall have the authority to enact ASWSUE By-Laws.

150.00 BY-LAW TABLE OF CONTENTS

150.01 The ASWSUE By-Laws shall be organized as follows:

TITLE NAME CHAPTER

- I SYSTEM OF BY-LAWS 100.00-199.99
- II THE LEGISLATIVE BRANCH 200.00-299.99
- III THE EXECUTIVE BRANCH 300.00-399.99
- IV BUDGET, FINANCE, AND FUNDING CODES 400.00-499.99
- V ELECTION AND IMPEACHMENT CODES 500.00-599.99
- VI SUMMER CONTROL OF ASWSUE 600.00-699.99
- VII CLUBS 700.00-799.99

150.02 The table of contents for these By-Laws shall be placed at the front of the By-Laws

TITLE II-THE LEGISLATIVE BRANCH

200.00 SENATE PRO-TEMPORE

200.01 The Senate Pro-Tempore (Senate Pro-tem) shall have the following duties and responsibilities:

- A. Chairing the Senate Rules and Administration Committee;
- B. Acting as the Chair of the Senate in the Vice President's absence;
- C. Acting as the ASWSUE Parliamentarian during ASWSUE Senate meetings;
- D. Acting as the official liaison between the Legislative Branch and the Executive Branch;
- E. Representing ASWSUE at meetings and to the media on behalf of the ASWSUE Senate, except regarding financial matters;
- F. Action against any Senator not reasonably fulfilling their defined duties in sections 280.00 and 1500.00 of the ASWSUE By-Laws; and
- G. 200.03 The Senate Pro-Tempore may have other duties as assigned by the following:
 - 1. ASWSU Senate, and the ASWSU Vice President.
 - 2. 200.04 Senate Pro-Tempore Removal
 - 3. Vote of No-Confidence
 - a. Upon the receipt of a seconded motion of the floor, a majority vote of no confidence is required for Senate Pro-Tempore removal.
 - b. The vote shall be issued and recorded as "No-Confidence" or "Confidence".
 - c. The motion requires a simple majority vote of the seated membership.
 - d. In case of a tie, the motion of no confidence fails.
 - 4. Dismissal from the Office of Senate Pro-Tempore
 - a. Should the Senate Pro-Tempore fail to fulfill the duties enumerated in Section 200.01, any member of the association may file a grievance against the Senate Pro-Tempore. Should the Senate Pro-Tempore be found guilty of a violation outlined in 200.04 B,
 - b. He or she is removed from the Office of the Senate Pro-Tempore.

203.00 STRUCTURE OF THE SENATE

203.01 The ASWSUE Senate shall be composed of ASWSUE members.

203.02 The ASWSUE Senate shall be composed of representatives proportionate to one percent (1%) of the total combined undergraduate and graduate head count population attending WSU Everett. The actual number of Senator Representatives will be determined by rounding the figure derived to be one percent (1%) of students to the nearest 100 students. The number of senators to be elected for the subsequent academic year shall be by the official ten-day head count for the spring semester in which the ASWSUE General Election takes place. If the student head count fluctuates throughout the academic year, there shall be no increase or decrease in the number of

- Senators until the next general election. No matter the head count, the total number of Senator Representatives shall be at least three (3) and not exceed eleven (11).
- 203.03 One half (1 / 2) of the senate must be composed of students with a Junior academic standing. If an odd number of Senators are required by the one present (1%) calculated figure in section 203.02, then the number of Junior standing Senators must be one less than the number of senior standing Senators.
- 203.04 The Senate may submit bylaws changes for the ASWSUE Senate structure for approval by the ASWSUE Executive Branch.
- 203.05 Upon approval of bylaws changes to the ASWSUE Senate structure by the ASWSUE Executive Branch, the Senate may vote on the changes according to 140.00.

210.00 SENATE STANDING COMMITTEES

- 210.01 Permanent of standing committees of the ASWSUE Senate are:
- A. The Senate Programming committee
 - B. The Rules and Administration committee;
 - C. The Budget committee
- 210.02 Each Senator shall serve as a member of one standing committee.
- 210.03 Appointments to the standing committees shall be made jointly by the ASWSUE Vice President and the Senate Pro-Tempore.
- 210.04 Voting Membership. The voting members of each standing committee shall consist of the ASWSUE Senators and members assigned to it.
- 210.05 Officers
- A. Each standing committee shall elect from its voting membership a chair and vice chair by the fourth senate meeting of the school year.
- 210.06 Annual Reports
- A. The Chair of each standing committee shall submit a verbal or written report of the committee's activities of the past month to the Senate.
 - B. The report shall include at least the following:
 - 1. The names of the committee members and officers;
 - 2. Specific projects and programs that were passed through, initiated by, and/or acted on by the committee;
 - 3. A general statement describing the action taken on the items described in (2);
 - 4. A statement evaluating the committee; and
 - 5. A statement citing possible improvements to the committee.
- 210.07 Senate Committee Records
- A. All senate committees are required to prepare and keep an accurate record of agendas and minutes for each senate committee meeting.

213.00 THE SENATE PROGRAMMING COMMITTEE

213.01 Ex-officio member is the ASWSUE President.

213.02 The duties of the Senate Programming committee shall be to:

- A. Maintain general communication with ASWSUE committees. This shall be accomplished by:
 - 1. Maintaining ongoing communications with each committee;
 - 2. Recommending new programming ideas to present committees;
 - 3. Encouraging increased emphasis in present programming; and
 - 4. Recognizing the need for additional committees; and encouraging the formation of such.
- B. To serve as the policy-making board for ASWSUE concerning the ASWSUE Services;
- C. To periodically review the sections of the By-Laws relating to the ASWSUE committees, and offer any revisions and/or amendments; and
- D. To serve on the Senate Budget Committee.

214.00 THE RULES AND ADMINISTRATION COMMITTEE

214.01 The voting members of the Rules and Administration Committee shall be the Chair of each of the standing committees.

214.02 The Chair of the committee shall be in the Senate Pro- Tempore.

214.03 The ASWSUE Vice-President shall be an ex-officio, nonvoting, Vice Chair of the Rules and Administration Committee.

214.04 The duties of the Senate Rules and Administration Committee shall be:

- A. Authority concerning referral, review and revision of the ASWSU By-Laws, and any further laws, codes, rules, or regulations affecting the governance of ASWSU;
- B. To administer and coordinate all internal affairs of the Senate;
- C. To set and adopt the Senate agendas; and
- D. To oversee the budget of the Senate.

215.00 THE SENATE BUDGET COMMITTEE

215.01 The voting members of the Budget Committee shall be voting members of the Finance and Programming Committee.

215.02 The Chair of the committee shall be the Finance Committee Chair and the Vice Chair shall be the Program Committee Chair.

215.03 Ex-officio member is ASWSUE Vice President.

215.04 The duties of the Senate Budget Committee shall be:

- A. Make the Preliminary allocation of the annual ASWSUE budget no later than two weeks prior to the Friday of dead week of Spring Semester.
- B. Maintain adherence within the ASWSUE Committees to the ASWSUE budget. This shall be accomplished by:
 - 1. Encouraging increased fiscal responsibility;
 - 2. A bi-monthly review of the spending of each committee;
 - a. If a committee has inappropriately deviated from the prescribed budget approved by the Senate without the consent of the Senate Budget Committee, the Senate Budget Committee will suspend the budget of the committee in violation.
 - i. Upon suspension of an ASWSUE committee's budget, the Senate Budget Committee must arrange a Budget Hearing within five (5) business days with the committee in violation; and
 - ii. After Hearing the committee in violation, the Senate Budget Committee shall take action in one of the following three (3) forms within two (2) business days.
 - (a) A reactivation of the Budget;
 - (b) A reactivation of the budget with probation;
 - (c) A reactivation of the budget as amended;
 - iii. The amended budget must be approved by the voting membership of the ASWSUE Senate.
- C. Initiating, reviewing, and approving all supplementary budget requests and transfers; and
- D. To periodically review the Budget, Finance, and Funding Codes, and offer any revisions and/or amendments.

215.05 The Senate Budget Committee shall enact Senate salary amendments no later than the final day of the fall semester for the following academic year.

215.06 Each Chair of the Senate standing committees may speak on behalf of their committees to the new media.

220.00 STIPENDS OF SENATORS

220.01 Members of the Senate will receive compensation in the amount of fifteen percent (15%) of resident undergraduate tuition, not to exceed eight hundred dollars (\$800) per semester.

220.02 Sections 230 and 231 of the ASWSU Bylaws shall not be immediately amendable by the ASWSU Senate. All bills amending these sections shall not take effect until the next Spring Commencement.

220.03 Each Senator shall submit a report detailing his or her adherence to job requirements as defined in the ASWSU Constitution and Bylaws.

230.00 SENATORS-ELECT

230.01 Senators-elect may:

- A. Sit on the Rules and Administration Committee, the Budget Committee, and the Standing committees as exofficio, non-voting members; and
- B. Confirm the incoming Executives, Executive Cabinet and ASWSU Committee Chairs as needed.

240.00 SENATE PARLIMENTARY RULES AND PROCEDURES

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

240.02 Senate Debate:

- A. Senators shall be allowed free debate.
- B. Once recognized by the Chair there shall be a two (2) minute time limits imposed on each senator in regards to each topic under debate.
- C. Senators shall keep debate germane and decorous.
- D. Senators shall be allowed to yield to the end of their time to those who are normally unable to gain the floor.

240.03 Calling the question:

- A. Calling the question shall be acted upon as a request to the Chair.
 - B. The Chair shall ask if there are objections to end debate.
 - C. If any objections are made debate shall be open immediately.
- 240.04 Senate resolutions are binding from year to year.

241.00 SENATE VOTING PROCEDURES

241.01 Proxy voting by absent senators shall not be allowed.

241.03 Vacancy Nominations from the Floor:

- A. Nominations from the floor shall be for candidacy, and need to be confirmed by a two-thirds (2/3) vote of seated membership, after which they will then become a candidate;
- B. Nominations from the floor shall be made for one individual, not groups of individuals, at a time;
- C. Candidates from the floor will be added to the pool of candidates submitted by the ASWSUE President and Vice President (if any), to fill the vacant Senate seat; and
- D. The total number of candidates (including candidates nominated from the floor) shall not exceed the number of candidates required by the ASWSUE President and Vice President to have submitted to the Senate.

241.04 Senate vacancies shall be filled by the following voting procedures:

- A. Motion must be made by the Senate to fill the vacant Senate seat with one (not specifically by name) of the Senate candidates submitted by the ASWSU President and Vice President. In the case that the ASWSU President and Vice President do not submit three candidates, the motion can be made to include candidates selected from the floor;
- B. A roll call vote will be conducted with each ASWSUE Senator stating the name of the candidate of their choice to fill the vacant Senate seat;
- C. The candidate that receives the plurality of votes will fill the vacant Senate seat; and
- D. In the case of a tie for plurality, the candidate that receives the least amount of votes will be dropped from the race, and the Senate will vote a second time, in the same fashion described in Section 241.04 A, B and C, for the remaining two candidates.

250.00 SENATE BILLS

250.01 Bills are draft documents proposing legislative action of the Senate approval.

250.02 Bills shall be sponsored by one (1) or more senators.

250.03 Presentation of bills to Senate shall be in the form of two readings.

- A. Sponsors may give preliminary justification, and accept questions only (these questions shall all be addressed at the beginning of debate during second reading);
- B. After the first reading, all bills shall be automatically referred to the appropriate committee (unless moved to second reading); and
- C. Bills can be moved to second reading only after a two-thirds majority affirmative vote.
- D. Bills cannot be read "first-line last-line" during first reading.

250.04 If the Senate passes a bill, the AWSUS President shall, within four (4) business days"

- A. Sign the bill, in which case it shall take immediate effect;

- B. Not sign the bill, in which case it shall take effect five (5) business days after Senate passage; or
 - C. Veto the bill by informing both the Vice President, Senate Pro Tempore and the lead sponsors of the bill of the veto in writing no later than 5pm on the fourth (4th) business day after Senate action.
- 250.05 If the President vetoes a bill, it shall automatically be returned to the Senate as a second reading at the next scheduled meeting. Here the bill shall require a two-thirds vote of the seated membership of the Senate to override the veto and take effect.
- 250.06 Final engrossed copies of the bills carry:
- A. The date of approval by the Senate;
 - B. The signature of the officer presiding at its approval; and
 - C. The dated signature of the President, if signed by the President into effect.

260.00 SENATE RESOLUTIONS

- 260.01 Resolutions are documents formally stating the official policy, opinion, will, or intent of ASWSUE as approved by the Senate.
- 260.02 Resolutions shall be sponsored by two (2) or more senators.
- 260.03 Resolutions shall be printed in the Washington State Legislative form for presentation.
- 260.04 Presentation of a resolution to the Senate shall be in the form of two readings.
- A. No debate is allowed on the resolution for its first reading, unless it has been moved to second reading;
 - B. After the first reading, all resolutions shall be automatically referred to the External Affairs Committee and any other appropriate standing committees, unless it has been moved to second reading;
 - C. Resolutions can be moved to second reading only after a two-thirds majority affirmative vote.
- 260.05 Resolutions shall take effect immediately following their approval by the senate.
- 260.06 Final engrossed copies of resolutions shall carry:
- A. The date of approval by the Senate;
 - B. The signature of the officer presiding at its approval.

270.00 DUTIES OF ASWSUE SENATORS

- 270.01 All ASWSUE Senators shall be responsible for the following:
- A. Regularly attending ASWSUE Senate meetings
 - B. Regularly attends committee meetings.

- C. Posting and maintaining at least two (2) office hours per week.
 - i. It is recommended that each senator regularly attend RSO meetings, which can be included in office hours.
- D. Each Senator shall maintain a minimum of a 2.5 GPA per semester or cumulatively during their term in office.

TITLE III-THE EXECUTIVE BRANCH

300.00 ASWSUE PRESIDENT

300.01 The ASWSUE President shall carry out the policies of ASWSUE as set in the ASWSUE Constitution, and By-Laws.

300.02 The ASWSUE President shall oversee all ASWSUE programs and activities.

300.03 The ASWSUE President shall be responsible for the following:

- A. Communicating the needs and concerns of undergraduates and graduates to the University administration including:
 - 1. Meeting with the University administrators.
 - 2. Developing proposals and comments regarding University policy.
 - 3. Attending other meetings with faculty, Deans, and other administrators as needed.
 - 4. Asserting student needs at all times.
- B. Communicating and asserting student needs to the State Legislature, the Governor, and the Higher Education Coordinating Board.
- C. Representing ASWSUE at meetings and to the media.
- D. Keeping an open line of communication with ASWSU Pullman, GPSA, ASWSUTC, ASWSUV and the University administration and faculty.

300.04 The ASWSUE President shall appoint students to:

- A. Committees and subcommittees.
- B. Presidential standing committees.
- C. Other non-ASWSUE committees.

300.05 The ASWSUE President shall appoint the following as directed by the ASWSUE Constitution and By-Laws:

- A. Executive Cabinet.

300.06 The Student Body shall be made aware of all paid and unpaid positions within ASWSUE. All information pertaining to these positions shall be published in several formats. Options include articles or advertisements, informational posters during each election period, a web site accessible to all students, or the student handbook, etc.

300.07 The ASWSUE President shall post and maintain at least five (5) office hours per week throughout the entire term of office.

300.08 The ASWSUE President shall attend all ASWSUE meetings.

300.09 In case of a vacancy of a Senate position, the ASWSUE President shall recommend nominees to the Senate as directed in the ASWSUE Constitution.

310.00 VICE PRESIDENT

310.01 The ASWSUE Vice President shall have the following duties and responsibilities:

- A. Chairing the ASWSUE Senate meetings,
- B. Carrying out all acts of the ASWSUE Senate.
- C. Perform any duty deemed necessary by ASWSUE Officers, Constitution or By-Laws.
- D. Posting and maintaining at least five (5) office hours per week throughout the entire term of office.

310.02 Vice President shall assume all powers and duties of the ASWSUE President in the event that the President is absent or unable to perform the obligations associated with the office.

310.03 The ASWSUE Vice President shall carry out those other duties as directed by the ASWSUE President, Constitution, and Bylaws.

320.00 EXECUTIVE CABINET OFFICERS

320.01 Executive Cabinet Officers shall be those members of the Executive Branch whose responsibilities are of consequence to the functioning of ASWSUE.

320.02 Executive Cabinet Office shall include at least the following officers:

- A. Director of Legislator Affairs.

330.00 SALARIES OF EXECUTIVE OFFICERS

330.01 The ASWSUE President and Vice President shall each be paid salaries not to exceed, one hundred (100%) percent of the cost of tuition for fall and spring semesters of a full time, in state, undergraduate student.

330.02 All other Executive Officers shall be paid a salary up to but no more than forty (40%) percent of the cost of tuition for fall and spring semesters of the coming school year as calculated by the University's Financial Office.

TITLE IV-BUDGET, FINANCE, AND FUNDING CODES

410.00 BUDGET RESPONSIBILITY

410.01 Each and every Governing and Operating Body, Committee and club shall present detailed line itemized budgets with written justification for each line item to the Association's Executive branch for consideration during the budget hearings.

410.02 All Committees must serve to meet the agreements reached with the Executive branch during budget hearings (i.e., amount of profit, break-even point, etc.).

420.00 BUDGET GUIDELINES

420.01 State money remains state money.

420.02 A Committee is an arm of the Association, controlled and funded by the Executive branch, supporting philosophical goals of the Association.

420.03 A recognized student organization is an individual, internal, autonomous group with their own purposes and viewpoints not affiliated with the Association.

420.04 Committee and funding guidelines shall be adhered to.

420.05 There will be a yearly review of the budget guidelines under the direction of the Executive branch.

420.06 Any request for money by groups other than present Committees should first be organized into specific areas of the Association, and into any particular Committee if feasible.

420.07 Committees shall be responsible for ordering their own supplies for each year.

420.08 Printing shall be kept within the system if possible and feasible.

420.09 All student travel must be authorized by the ASWSUE Advisor and submitted to the Executive branch.

420.10 All individuals attending a conference will report to the Executive branch on what was gained at the conference by giving a workshop, report, or some other detailed means.

420.11 All individual conferences that deal with one Committee shall be budgeted in the Committee's travel budget. Other conference travel for multi-Committee purposes shall be budgeted in General Overhead. The same accountability standards, such as workshops and reports, exist for all conference travel.

420.12 The standard University allotment per mile will be allotted for private car mileage.

420.13 Travel will be done only for legitimate reasons.

420.14 Equipment belongs to the Association.

420.14 Funding for competitions shall only be provided for the purpose of registration and administrative costs. Receipts of those costs shall be presented within 30 days of the completion of the competition to the body of the senate. Administrative costs shall be defined as directly assessed by the competition.

420.14 The combined salaries stated in sections 330.01, 330.02, and 220.01 shall not exceed more than forty (40) percent of the total annual budget for ASWSUE.

TITLE V-ELECTION CODES

500.00 ELECTION CODE AUTHORITY AND AMENDMENT

500.01 The ASWSUE Election Codes shall govern all ASWSUE elections: primary; general; and special as called for by the ASWSUE Constitution.

500.02 The Election Codes, as part of the ASWSUE By-Laws, shall be amended only by a two thirds (2/3) vote of the ASWSUE Senate.

510.00 ELECTION BOARD COMPOSITION

510.01 The Election Board shall be comprised of three (3) members.

510.02 The Election Board members shall be the Association's Advisor and two students appointed by the ASWSUE President.

510.03 Members of the Election Board shall not be eligible to run for an elected ASWSUE office unless they resign from the board at least five (5) school days before the beginning of a filing period.

510.04 A vacancy on the Election Board will be filled by an appointment by the ASWSUE President.

510.05 Members of the Election Board shall not be allowed to actively support, promote, or campaign for or against any candidate or ballot issue to be decided by an ASWSUE election.

511.00 ELECTION BOARD AUTHORITY, POWERS, AND DUTIES

511.01 The Election Board conducts ASWSUE elections at the direction of and within the policies established by the Executive branch in the Election Codes.

511.02 The Election Board shall have the following powers and duties:

- A. To interpret the Election Codes whenever necessary. That interpretation shall be binding, subject to subsequent appeal.
- B. To enforce the Election Codes by: issuing written and/or verbal warnings to the person(s) in violation; removing any campaign or election material in violation; filing formal complaints of Election Code violations or requesting a special session to consider immediate disqualification or invalidation of candidates or ballot issues.

- C. To inform ASWSUE that an election is forthcoming, and to advertise such an event.
- D. To coordinate filing procedures for candidates and ballot issues.
- E. To hire election clerks and ballot counters.
- F. To validate candidate and ballot issue petitions.
- G. To conduct the candidates' meetings.
- H. To act in a resource capacity with regard to the Election Codes for all interested parties.
- I. To prepare and submit ballots for approval.
- J. To provide sample ballots to all interested parties.
- K. To notify all candidates and sponsors of ballot issues of the election results within two (2) hours of the final tabulation.
- L. To post the results of the election for the general public.
- M. To inform candidates and sponsors of ballot issues of formal complaints regarding Election Code violations filed against them within thirty-six (36) hours of the filing of the complaint.
- N. To act as prosecutor of all Election Code violations against candidates and sponsors of ballot issues in all hearings.

520.00 ASWSUE POLLING SITES

520.01 No candidate shall be allowed to set up computer voting stations during Election Day. Campaigning should not take place in campus computer labs on Election Day. The election board shall cause such activity to cease immediately and may file an Election Code violation.

520.02 The polling site shall be open for 48 hours, from 8:00 A.M. until 8:00 A.M. on the final day of the election.

520.03 By 8:00 A.M. the morning of following the election, candidates shall remove all of their campaign materials from all areas. Any campaign material not removed shall be considered to be an Election Code violation.

530.00 ASWSUE GENERAL ELECTION

530.01 The General Election shall be held annually on the Tuesday and Wednesday before Spring Break of the academic year.

530.02 The purpose of the General Election shall be:

- A. To elect the ASWSUE President and Vice-president for the following year.

- B. To elect one half (1 /2) of the ASWSUE Senate which are composed of senior standing students for the following year.
- C. To vote on any ballot issues which may be proposed to the membership of ASWSUE.

531.00 GENERAL ELECTION CALENDAR

531.01 The General Election Calendar shall be submitted by the Executive branch to the Election Board for approval during the last four (4) weeks of the fall semester; and its submission shall take place no later than the first day of the spring semester.

531.02 The General Election Calendar shall include:

- A. The dates of the filing period.
- B. The date of the meeting for candidates.
- C. The date campaigning begins.
- D. The date candidates' filing petitions are due.
- E. The dates and times of the General Election.
- F. The date by which all campaign material must be taken down.
- G. The date candidates' expense declarations are due.
- H. The date by which all violations are due.

531.03 Note: Some of these events occur on the same day; under these By-Laws the start of filing occurs on the same day as the start of campaigning.

532.00 FALL SENATOR ELECTIONS

532.01 The fall senator election shall take place on the first Thursday and Friday of the fall semester.

A. The purpose of the fall senator election is to fill the seats in the senate that are reserved for students with a junior academic standing.

540.00 CANDIDATE QUALIFICATIONS

540.01 All candidates, whether they be declared or write-in, who shall be seeking the position of either the ASWSUE President or Vice-president or member of the ASWSUE Senate shall be required to meet the following requirements to be elected to office:

- A. They shall be a full-time student enrolled in six (6) or more credits, during the academic year.
- B. They shall be in good academic standing with the University, having a cumulative grade point average of two (2.00) or higher.

541.00 FILING

541.01 Filing shall be defined as:

- A. Receiving of an Election Packet.
- B. The submission of an official Declaration of Candidacy.
- C. Candidate statement.

541.02 All candidates shall file for themselves, except in the case of the Presidential/Vice Presidential ticket, for which only one or the other need be present to file. Special permission under exceptional circumstances may be granted for a delegated individual, with written authorization and the candidate's filing bond, to file for an absent candidate.

541.03 All candidates shall, at the time of filing, submit an official Declaration of Candidacy, which shall include at least the following information:

- A. The candidate's full legal name.
- B. Any past or current positions held with WSU.
- C. The candidate's permanent address and phone number.
- D. The number of credit hours currently being taken by the candidate.
- E. The candidate's cumulative grade point average.
- F. The position being sought by the candidate.

541.04 All candidates shall at the time of filing receive an election packet, which shall contain:

- A. The ASWSUE Constitution and By-Laws
- B. The election calendar.
- C. Petitions of candidacy.
- D. Expense declaration forms.

541.05 All candidates may begin campaigning after attending the mandatory Candidate's Meeting and receiving the election packet. It is the responsibility of the candidate to read and abide by the Election Codes.

542.00 CANDIDATES' MEETING

542.01 The Candidates' Meeting shall be organized and conducted on the date set by the election calendar and shall be open to the public.

542.02 Attendance at the Candidates' Meeting shall be mandatory for all candidate or representatives of candidates', and for the sponsor(s), or their representatives, of all

ballot issues. Failure to attend shall be considered an Election Code violation. Further, it is highly recommended that campaign managers attend the meeting.

542.03 At the Candidates' Meeting, 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.

542.04 The Election Board shall answer any and all questions regarding the election and shall make sure all codes are completely understood by all candidates and parties present.

550.00 CAMPAIGNING

550.01 Campaigning as used in these codes shall be defined as the use of any written or verbal presentation in the name of any candidate or ballot issue.

550.02 There shall be no campaigning prior to the date set in the Election Calendar.

550.03 Candidates or sponsors of ballot issues shall ensure that they do not break laws, ordinances, rules or regulations of Washington State University Everett, the City of Everett, Everett County, or the State of Washington while campaigning.

550.04 Unusual forms of campaigning must be cleared through the Election Board.

550.05 No form of campaigning shall be painted or applied to sidewalks, outdoor walls of buildings, automobiles, telephone poles, or vegetation. Furthermore, no handbills, leaflets, or other campaign material shall be allowed to be dropped onto campus from the air.

550.06 There shall be no form of campaigning in the library or classrooms. No form of campaigning shall be allowed five (5) minutes before class directly outside of the classrooms or anytime during class.

550.07 There shall be no campaign materials created in or with ASWSUE office equipment.

550.08 Failure to adhere to any of the above stated campaigning policies shall be considered an Election Code violation.

551.00 CAMPAIGN EXPENDITURE LIMITATIONS

551.01 The campaign expenditure limitations shall be governed by Section 3 (b) of Article VIII of the ASWSUE Constitution. The total amount each candidate or ticket of candidates 18 may spend according to the formulas shall be determined and shall be posted during filing and announced at the Candidates' Meeting.

551.02 Corporate or local business contributions may not be accepted in exchange for advertising on campaign materials or by a candidate.

551.03 The reporting of campaign expenditures shall be governed by Section 3 (a) of Article VII of the Association's Constitution, with the following qualifications:

551.04 Violations of the campaign expenditure limitations shall be governed by Section 3 (c) of Article VIII of the Constitution.

- A. Campaign expenditure reports must be submitted even if there were no expenditures incurred over the course of the campaign.
- B. The report shall be made on an official Declaration of Campaign Expenditures.
- C. The Election Board shall assign a fair market value on all donated material using the going rate found on the item(s) in the Everett area.
- D. Failure to submit a Declaration of Campaign expenses and the late submission of such Declaration shall be considered to be an Election Code violation.

552.00 POSTERS

552.01 Campaign materials

- A. Posters shall be defined as paper printed material placed indoors or outdoors.
- B. Handbills that are distributed shall be considered posters if posted, regardless of whether it was the candidate's intent.
- C. All locations not covered in the above list are to be assumed off limits to all candidates and ballot issue sponsors.
- D. Poster size.
 - 1. Each campaign is allowed to use one poster no larger than eight and one half (8.5) inches by eleven (11) inches per location bulletin board approved for student use.
 - 2. Each campaign may use one poster no larger than nineteen (19) inches by twenty-seven (27) inches per campus building. Posters must be hung in accordance with WSU Everett Facilities Operations policy.

552.02 Duration of signs and posters.

- A. All posters and campaign materials must be removed by 8:00 a.m. the day following the election.

552.03 Other campaign literature/materials.

- A. Gummed handbills or bumper stickers shall not be used including adhesive material of any kind.
- B. Handbills may be distributed providing those doing so take the responsibility of cleaning up loose leaflets or other material due to their soliciting.
- C. All candidates or sponsors of ballot issues are responsible for any and all damage or litter caused by forms of campaigning, which they may use.

552.04 The only people allowed to remove any campaign material are the candidates or sponsors of ballot themselves, their authorized representatives, or members of the Election Board.

553.00 ELECTION CODE VIOLATIONS

553.01 Hearing procedure:

- A. The Election Board shall represent ASWSUE, the complaint, and shall present the case against the alleged violator.
- B. The Election Board must receive a written complaint before any action can be referred to the executive branch. Complaints will be accepted until 5:00 p.m. on the third school day following the date expense sheets are due. However, the Election Board, may automatically refer any violation that it discovers.
- C. The Election Board will act on each violation as soon as possible at an open hearing.
- D. The Election Board will meet in a closed meeting after the hearing to determine the action to be taken. The Election Board has a choice of seven (7) degrees of action, if the candidate or sponsor(s) of a ballot issue is found guilty of the violation.
 1. Publicize a verbal warning.
 2. Demand the candidate or sponsor(s) of a ballot issue to remove all physical campaign material, and/or disallow any further campaign material from being posted.
 3. Restrict all campaigning for a limited period of time.
 4. Restrict all campaigning entirely.
 5. Remove the candidate's name or the ballot issue from the ballot.
 6. After the election, invalidate the election, or any part of the election results, if a violation has had a substantial impact on the outcome of the election.
 7. Invalidate an appropriate number of petition signatures. The Election Board has the right to use any combination of these seven (7) degrees in their decision.

553.02 Expense limit violations.

- A. If the Election Board has determined that a candidate, or executive ticket, has exceeded the spending limit, then:
 1. The Election Board shall invalidate the candidate or ticket found in violation of the spending limit.
 2. A new election shall be held for the office involved without the invalidated candidate or ticket participating.

553.03 Ignorance of the rules shall not be considered a valid defense. Candidates shall be responsible for any violations that occur on behalf of his or her candidacy.

553.04 Candidates shall be notified within 36 hours of each violation.

554.00 WRITE-IN CANDIDATES

554.01 Write-in candidates shall, from the time their candidacy is communicated to a third party, be bound by Election Code Chapters as previously put forth in the ASWSUE bylaws.

560.00 INITIATIVES

560.01 An initiative shall be defined as a proposed statement of ASWSUE policy, which shall be initiated by the membership of the ASWSUE and put to a vote of the membership for approval.

560.02 For an initiative to be placed on the ballot at a general or special election, the following criteria shall have to be met:

- A. A copy of the proposed initiative, along with a list of names and addresses of the sponsoring ASWSUE members shall be filed with the Election Board.
- B. Petitions bearing the signature and ID numbers of at least ten (10) percent of ASWSUE's membership shall be completed and returned to the Election Board by:
 - 1. The filing deadline for candidate's in the case of an ASWSUE General Election.
 - 2. Six (6) school days prior to the date of the election in the case of an already scheduled special election. If the petitions are not returned prior to the above deadline, the initiative shall not appear on the ballot.

560.03 The Election Board shall formulate a title and a brief explanation as to the purpose of the initiative without argument or prejudice. If the proponents are dissatisfied with the measure title or wording, they may appeal for amendment.

560.04 For an initiative to be approved, it must receive at least fifty (50) percent plus one (1) of the votes cast in the election.

561.00 CONSTITUTIONAL AMENDMENT

561.01 A Constitutional amendment shall be defined as an addition, deletion, or change of wording and content of ASWSUE Constitution as proposed by the members of ASWSUE.

561.02 For a Constitutional amendment to be placed on the ballot at a general or special election by members of ASWSUE, the following criteria shall have to be met:

- A. A copy of the proposed Constitutional amendment, along with a list of the names and the addresses of the sponsoring ASWSUE members, shall be filled with the Election Board.

B. Petitions bearing the signature and ID numbers of at least ten (10) percent of ASWSUE membership, shall be completed and returned to the Association's advisor by:

1. The filing deadline for candidates in the case of an ASWSUE general election.
2. Six (6) school days prior to the date of the election in the case of an already scheduled special election. If the petitions are not returned prior to the above deadlines, the Constitutional amendment shall not appear on the ballot.

561.03 The Election Board shall formulate a title and a brief explanation as to the purpose of the Constitutional amendment without argument or prejudice. If the proponents are dissatisfied with the measure title or wording, they may appeal for amendment.

561.04 For a Constitutional amendment to be approved, it must receive at least fifty (50) percent plus one (1) of the votes cast in the election, provided that a minimum of fifteen (15) percent of ASWSUE' membership vote in the election.

570.00 SPECIAL ELECTIONS

570.01 Special elections shall be held as required by the ASWSUE Constitution for the following purposes:

- A. To fill vacancies in the ASWSUE Executive Branch.
- B. To complete invalidated elections.
- C. To recall the ASWSUE President, Vice President.
- D. For any ballot measure.

571.00 SPECIAL ELECTIONS TO FILL VACANCIES

571.01 Time Constraints:

- A. Vacancies, should both the President and Vice President (or the President–elect and Vice President–elect) become simultaneously vacant, the Association's advisor shall direct that a special election be held within a reasonable time.

571.02 The special election calendar shall cover the same points as the general election calendar.

571.03 Should a special election be needed, it shall be governed by chapters 520, 530, 531, 540, 550, 551, 552, 553, 570, and 572 of the Election Codes.

572.00 SPECIAL ELECTION FOR A BALLOT MEASURE

572.01 Time Constraints:

- A. Initiatives – Should an initiative measure be filed with the Election Board more than fourth (40) school days before an already scheduled general, primary, or special election, or after such has already occurred, the Election Board shall call a special election which shall take place within twenty (20) school days of the filing of the measure.

572.02 Chapters 520, 521, 530, 540, 541, 542, 543, 550, 551, 552, 553, 554, 560, 561, or 562, 570, and 572 of the Elections Codes shall govern all special elections for a ballot measure.

580.00 RECALL ELECTION

580.01 The President, President–elect, Vice President, Vice President–elect, may be recalled from office for misfeasance, malfeasance, or nonfeasance.

580.02 For a recall question to be placed on the ballot at a general election, the following criteria shall have to be met:

- A. A copy of the ground for recall, along with a list of names and addresses of the sponsoring ASWSUE members, shall be filed with the Election Board.
- B. Petitions bearing the signature and ID numbers of at least twenty (20) percent of the student body shall be submitted for verification to:
 - 1. The Association's Advisor for Executive recall elections.

580.03 The Association's Advisor shall set a reasonable date for a recall election after a maximum of 30 days to verify recall election petition signatures.

580.04 Should a special recall election become necessary, all parties involved shall be governed by chapters 520, 541, 542, 543, 550, 551, 552, and 554 of the Election Codes.

580.05 Validation:

- A. For an Executive or Executive–Elect recall election to be validated, twenty (20) percent of voter turnout of the ASWSUE membership.

580.06 For a recall question to be approved it must receive a fifty (50) percent plus one (1) vote of the votes cast.

590.00 IMPEACHMENT

(Refer to Article IV, section 12 (iii) of the ASWSUE Constitution)

TITLE VI-SUMMER CONTROL OF ASWSUE

600.00 AUTHORITY

600.01 The interests and affairs of ASWSUE shall be managed jointly by the ASWSUE President and Vice President during the summer session.

610.00 REPORT OF SUMMER ACTIVITIES

610.01 A written report of summer activities shall be made at the first ASWSUE meeting in the fall.

TITLE VII-ASWSUE CLUBS

710.00 CRITERIA FOR CLUB RECOGNITION

- 710.01 Student organizations who wish to become recognized by the university will follow Washington Administrative Code (WAC) 504–28 as printed in the WSUS Student Handbook. This WAC outlines the recognition process, membership in organizations, requirements and responsibilities of organizations, privileges of organizations and the role of advisors.
- 710.02 Organizations seeking recognition will file an application with the Association's Advisor who brings the application to the Clubs Board for review.

720.00 CLUB FUNDING

- 720.01 Clubs are considered financially autonomous, raising their own funds through dues and fund raisers.
- 720.02 Clubs may request funding from the ASWSUE for educational, cultural or social activities that benefit and are open to the entire student body. ASWSUE screens each funding proposal and makes an allocation based on the availability of funds and the appropriateness of the proposal. Appropriateness is determined by the number of people apt to participate in the event, whether event duplicates other events, whether the event gives balance to the overall programming done by ASWSUE and whether the event is fundable under S & A fee guidelines.
- 720.03 Only current recognized student clubs are eligible to apply for such funding.
- 720.04

730.00 CLUB FINANCIAL ACCOUNTING

- 730.01 Recognized clubs who raise money are required to set up a Student, Faculty and Activity Account (FS&A) through the University. Clubs should contact the ASWSUE Advisor for the procedure. The University provides monthly statements of the FS&A account activity to the club advisor.
- 730.02 Clubs that receive funding from ASWSUE will expend those funds through normal ASWSUE expenditure procedures. The allocation is not placed in the student organization's FS&A account. ASWSUE will receive a report of expenditures made to allocated funds.