Associated Students of Washington State University Everett

System of Bylaws
TITLE I-SYSTEM OF BYLAWS

100.00 PURPOSE

100.01 The purposes of the ASWSUE Bylaws 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 Bylaws shall not conflict with ASWSUE constitution, rules and regulations of Washington State University, laws of city, county, state, and federal government.

101.00 BYLAW AUTHORITY

101.01 No part of these bylaws will supersede any part of the ASWSUE Constitution.
101.02 If any part of these bylaws is found to conflict with the ASWSUE Constitution, it shall be amended in such a fashion that it is no longer in conflict with the Constitution.

102.00 BYLAW COMPLIANCE

102.01 All seated members of ASWSUE will comply with the bylaws, unless such compliance is in direct conflict with the ASWSUE Constitution, the rules and regulations of Washington State University and the laws of the city, county, state, and federal government.

102.02 Willful and/or deliberate disregard of these bylaws shall be grounds for removal from office through impeachment, recall, or dismissal.

102.03 Bylaws may be suspended temporarily by a three-quarters plus-one vote of the total membership of the Senate.

103.00 BYLAW FORM

103.01 The ASWSUE 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.

103.02 Each chapter may be subdivided by means of a decimal arrangement.

104.00 BYLAW AMENDMENT

104.01 The ASWSUE Bylaws may be amended by a two-thirds vote of the legislative membership of the General Assembly.

104.02 The ASWSUE Senate shall have the authority to enact ASWSUE Bylaws.

105.00 BYLAW TABLE OF CONTENTS

105.01 The ASWSUE Bylaws shall be organized as follows:

TITLE NAME CHAPTER

I  SYSTEM OF BYLAWS 100.00-199.99
II THE LEGISLATIVE BRANCH 200.00-299.99
III THE EXECUTIVE BRANCH 300.00-399.99
IV ASWSUE MEMBER TERM LENGTHS AND COMPENSATION 400.00-499.99
V BUDGET, FINANCE, AND FUNDING CODES 500.00-599.99
VI ELECTION AND IMPEACHMENT CODES 600.00-699.99
VII SUMMER CONTROL OF ASWSUE 700.00-799.99
105.02 The table of contents for these bylaws shall be placed at the beginning of the bylaw document.

106.00 BYLAW PRESUMPTIONS
106.01 Members refer to all students of WSU Everett.
106.02 Seated members refer to Legislative members, Executive members, and Executive Cabinet Members.
106.03 Legislative members refer to ASWSUE officers with the position of Student Senator.
106.04 Executive members refer to the ASWSUE President and Vice President.
106.05 Executive Cabinet Members refer to the Treasurer, Secretary, Director of Legislative Affairs (DoLA), and any additional cabinet positions created by Executive Members.
106.06 All times referenced within the Bylaws are in Pacific Standard Time (PST).

TITLE II-THE LEGISLATIVE BRANCH
200.00 SENATE PRO-TEMPORE
200.01 The Senate Pro-Tempore shall have the following duties and responsibilities:
   A. Acting as the Chair of the Senate in the Vice President's absence.
   B. Acting as the ASWSUE Parliamentarian during ASWSUE Senate meetings.
   C. Acting as the official liaison between the Legislative Branch and the Executive Branch.
   D. Representing ASWSUE at meetings and to the media on behalf of the ASWSUE Senate, except regarding financial matters.
   E. Action against any Senator not reasonably fulfilling their defined duties in sections 211.00 of the ASWSUE Bylaws.
200.02 The Senate Pro-Tempore may have other duties as assigned by the ASWSUE Senate, and the ASWSUE Vice President.
200.03 Senate Pro-Tempore Removal
   A. Vote of No-Confidence
      1. Upon the receipt of a seconded motion of the floor, a majority vote of no confidence is required for Senate Pro-Tempore removal.
      2. The vote shall be issued and recorded as “No-Confidence” or “Confidence”.
3. The motion requires a two-thirds majority vote of the legislative membership.
4. In case of a tie, the motion of no confidence fails.

B. Dismissal from the Office of Senate Pro-Tempore

1. 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 200.03 A, they are removed from the Office of the Senate Pro-Tempore.

201.00 STRUCTURE OF THE SENATE

201.01 The ASWSUE Senate shall be composed of all Student Senator members.
201.02 The ASWSUE Senate shall be composed of five representatives. If the population attending WSU Everett exceeds 500 students, then the actual number of Senator Representatives will be determined by rounding the figure derived to be one percent of students, to the nearest 100 students. If the student headcount fluctuates throughout the academic year, there shall be no increase or decrease in the number of Senators, until the following general election.
201.03 The Senate may submit bylaws changes for the ASWSUE Senate structure for approval by the ASWSUE Executive Branch.
201.04 Upon approval of bylaws changes to the ASWSUE Senate structure by the ASWSUE Executive Branch, the Senate may vote on the changes according to Section 104.00.

202.00 SENATE ORGANIZATIONS

202.01 Permanent standing organizations of the ASWSUE Senate are:

A. Governing Documents Committee
B. Budget Committee
C. Student Event Board

202.02 Each Senator shall serve as a member of a minimum of one standing organization or as the liaison to the Student Event Board (SEB).
202.03 Voting Membership

A. The voting members of each standing organization shall consist of the ex-officio members, ASWSUE Senators, the committee chair, and the committee vice-chair.

202.04 Officers
A. Each standing organization shall elect a chair and vice chair by the fourth Senate meeting of the school year.

202.05 Monthly Reports
A. The Chair of each standing organization 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 organization members and officers.
   2. Specific projects and programs that were passed through, initiated by, and/or acted on by the organization.
   3. A general statement describing the action taken on the items described in (2).
   4. A statement evaluating the organization.
   5. A statement citing possible improvements to the organization.

202.06 Senate Organization Records
A. All Senate committees are required to prepare and keep an accurate record of agendas and minutes for each Senate organization meeting.

204.00 GOVERNING DOCUMENTS COMMITTEE
204.01 The Governing Documents Committee is comprised of, at minimum:
   A. ASWSUE Director of Legislative Affairs as an Ex-officio
   B. Two Student Senators
204.02 The duties of the Governing Documents Committee shall be:
   A. Authority concerning referral, review, and revision of the ASWSUE Bylaws, and any further laws, codes, rules, or regulations affecting the governance of ASWSUE.
   B. To set and adopt Senate agendas and confer on campus-specific resolutions.

205.00 BUDGET COMMITTEE
205.01 The Budget Documents Committee is comprised of, at minimum:
   A. ASWSUE Treasurer as an Ex-officio
   B. Two Student Senators
205.02 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. Oversee the budget of the Senate.
   1. Maintain adherence within the ASWSUE committees to the ASWSUE budget. This shall be accomplished by encouraging increased fiscal responsibility.

D. Initiating, reviewing, and approving all supplementary budget Requests and transfers.

E. To periodically review the Budget, Finance, and Funding Codes, and offer any revisions and/or amendments.

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

205.04 Each Chair of the Senate standing committees may speak on behalf of their committees to the news media.

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206.00 SENATORS-ELECT

206.01 Senators-elect may:
   A. Sit on the Governing Documents Committee, the Budget Committee, and other standing organizations as ex-officio, non-voting members.
   B. Confirm the incoming Executives, Executive Cabinet and ASWSUE Committee Chairs as needed.

207.00 SENATE PARLIAMENTARY RULES AND PROCEDURES

207.01 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 Bylaws.

207.02 Senate Debate:
   A. Senators shall be allowed free debate.
   B. Once recognized by the Chair there shall be a two-minute time limit imposed on each Senator regarding each topic under debate.
   C. Senators shall keep debate discussion on topic and courteous.

207.03 Moving to the previous question:
   A. Moving to the previous 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.

207.04 Senate resolutions are binding from month to month.

208.00 SENATE VOTING PROCEDURES

208.01 Proxy voting by absent Senators shall not be allowed.

208.02 Vacancy Nominations from the Floor:

A. Nominations from the floor shall be for candidacy and need to be confirmed by a two-thirds vote of legislative 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, to fill the vacant Senate seat.

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.

209.00 SENATE BILLS

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

209.02 Bills shall be sponsored by one or more Senators.

209.03 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).

C. Bills can be moved to second reading only after a two-thirds majority affirmative vote.

209.04 If the Senate passes a bill, the ASWSUE President shall, within four 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.
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 business day after Senate action.

209.05 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 legislative membership of the Senate to override the veto and take effect.

209.06 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.
C. The dated signature of the President, if signed by the President into effect.

210.00 SENATE RESOLUTIONS

210.01 Resolutions are documents formally stating the official policy, opinion, will, or intent of ASWSUE as approved by the Senate.

210.02 Resolutions shall be sponsored by two (2) or more Senators.

210.03 Resolutions shall be printed in the Washington State Legislative form for presentation.

210.04 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 any 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.

210.05 Resolutions shall take effect immediately following its approval by the Senate.

210.06 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.

211.00 DUTIES OF ASWSUE SENATORS

211.01 All ASWSUE Senators shall be responsible for the following:

A. Attending all ASWSUE Senate meetings
B. Attending all committee meetings of which they are members.
C. Posting and maintaining at least two office hours per week.
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 Bylaws.

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 students 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 all WSU AS bodies, faculty, and University administration.

300.04 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 website accessible to all students, or the student handbook, etc.

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

300.06 The ASWSUE President shall attend all ASWSUE meetings.

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

**301.00 VICE PRESIDENT**

301.01 The ASWSUE Vice President shall have the following duties and responsibilities:
A. Chairing the ASWSUE General assembly meetings.
B. Carrying out all acts of the ASWSUE Senate.
C. Perform any duty deemed necessary by ASWSUE Officers, Constitution, and Bylaws.
D. Posting and maintaining at least five office hours per week throughout the entire term of office.

301.02 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.

301.03 The ASWSUE Vice President shall carry out those other duties as directed by the ASWSUE President.

302.00 EXECUTIVE CABINET MEMBERS

302.01 Executive Members shall be those members of the Executive Branch whose responsibilities are of such consequence to the functioning of ASWSUE that their appointment shall require compensation and thus confirmation by the Senate.

302.02 The Executive Cabinet shall include at least the following members:
   A. Director of Legislative Affairs (DoLA)
   B. Secretary
   C. Treasurer

302.03 The ASWSUE Director of Legislative Affairs shall have the following duties and responsibilities:
   A. Establish and maintain relationships with elected officials and other government officials.
   B. Provide monthly reports to the ASWSUE President.
   C. Act as the primary coordinator of all annual CougDay at the Capitol event duties as delegated to the ASWSUE by the Legislative Affairs Sub-Committee of the WSU Student Government Council.
   D. Perform any duty deemed necessary by ASWSUE Officers, Constitution and Bylaws.
   E. Posting and maintaining at least three office hours per week throughout the entire term of office.

302.04 The ASWSUE Secretary shall have the following duties and responsibilities:
   A. Record meeting minutes for the ASWSUE weekly senate meetings.
   B. Maintain relations with WSU Everett RSO leaders.
   C. Posting and maintaining at least two office hours per week throughout the entire term of office.

302.05 The ASWSUE Treasurer shall have the following duties and responsibilities:
   A. Stay up to date on ASWSUE’s financials.
B. ASWSUE’s S&A Fee Proposal.
C. Process all purchase requests.
D. Posting and maintaining at least two office hours per week throughout the entire term of office.

302.06 The President can create additional Executive Cabinet positions.
A. The President shall create a list of additional Executive Cabinet positions they wish to create which are not enumerated in Section 302.02. 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 vote to create the Executive Cabinet positions. These positions do not need to be approved individually.
3. Applications for proposed Executive Cabinet positions may be opened prior to the position’s approval by the Senate.
4. The approval of Executive Cabinet positions must take place prior to appointing individuals to said positions.
B. Positions not enumerated in Section 302.02 will expire at the end of the term of the President who created them.

302.07 All Executive positions shall be confirmed by the Election Board and Advisor.

302.08 Each Executive Cabinet Member shall maintain a minimum 2.5 GPA per semester and cumulatively during their term.
A. In the case of extenuating circumstances, where these circumstances can be verified through medical documentation or approved university paperwork, and at the discretion of the advisor, a probationary period may be instituted if falling below a 2.5 GPA.
1. The probationary period will only be allowed so long as the advisor is informed of the circumstances in the semester of the academic deficiency.

302.09 Each Executive Cabinet Member shall not hold the following official positions within ASWSUE:
A. The ASWSUE President or Vice Present
B. A member of the election board.
C. A Student Senator.
303.00 EXECUTIVE CABINET MEMBER APPOINTMENT

303.01 Director of Legislative Affairs will be appointed in the Spring.

303.02 Secretary and Treasurer will be appointed in the Fall.

303.03 Executive Cabinet Member appointments shall be decided through an interview process with the current President, Vice President, and Advisor.

303.04 A majority vote between the current President, Vice President, and Advisor, who preside over the interviewing process, will decide the appointed candidate for the Cabinet position.

303.05 Candidates for Cabinet positions shall be interviewed and evaluated in an impartial manner.

303.06 Applications for Executive Cabinet positions will be made available on the beginning of the filing period for their respective election. Applications will remain open for at least one week and shall remain open until the position is filled.

TITLE IV ASWSUE MEMBER TERMS LENGTHS AND COMPENSATION

400.00 STIPEND OF ASWSUE MEMBERS

400.01 The ASWSUE President will receive compensation in the form of a monthly stipend of $640. The total stipend received by the President will not exceed 60% of resident undergraduate tuition.

400.02 The ASWSUE Vice President will receive compensation in the form of a monthly stipend of $480. The total stipend received by the Vice President will not exceed 45% of resident undergraduate tuition.

400.03 The ASWSUE Director of Legislative Affairs will receive compensation in the form of a monthly stipend of $210. The total stipend received by the Director of Legislative Affairs does not exceed 20% of resident undergraduate tuition.

400.04 The ASWSUE Treasurer and Secretary will receive compensation in the form of a monthly stipend of $120. The total stipend received by the Treasurer or Secretary will not exceed 10% of resident undergraduate tuition.

400.05 All ASWSUE Student Senators will receive compensation in the form of a monthly stipend of $120. The total stipend received by the Senators will not exceed 10% of resident undergraduate tuition.

400.06 The stipend of ASWSUE Member is distributed to members in a monthly allocation.

400.07 If members are not in office for the entire month, the stipends outlined in sections 400.01, 400.02, 400.03, 400.04, and 400.05 are be adjusted to the following percentages and of the monthly stipend:

A. If members are in office for one week of the month, they will receive 25% the stipend allocation.
B. If members are in office for two weeks of the month, they will receive 50% the stipend allocation.
C. If members are in office for three weeks of the month, they will receive 75% the stipend allocation.
D. If members are in office for more than three weeks of the month, they will receive 100% the stipend allocation.

400.08 The monthly distribution for December will be 50% of the stipend allotments to reflect the absence in office between fall and spring semester.

400.09 The disbursement will begin processing on the day after the end of the disbursement cycle.

400.10 Amendments to the stipend of ASWSUE members can be completed in opposition to 205.03 if all the following conditions are followed:

A. The stipend changes do not exceed the maximum total stipend values allocated by the undergraduate tuition percentages referenced in 400.01, 400.02, 400.03, 400.04, 400.05.

B. Monetary changes are approved by the Area Finance Officer (AFO)

401.00 ASWSUE TERMS OF OFFICE

401.01 Each ASWSUE member start dates of term are as follows:

A. The following positions must start their terms on July 1 as they must attend the Summer Student Government Council meeting
   1. ASWSUE President
   2. ASWSUE Vice President
   3. ASWSUE Director of Legislative Affairs

B. The following positions shall start their terms on August 16 or the first day of Fall semester. The date selected is the latter of the two potential start dates.
   1. ASWSUE Spring Elected Student Senators

C. The following positions shall start their terms after the Fall elections have concluded. This outlines the date as September 16 or the Monday following the closing of Fall election polls. The date selected is the latter of the two potential start dates.
   1. ASWSUE Treasurer
   2. ASWSUE Secretary
   3. ASWSUE Fall Elected Student Senators

401.02 All ASWSUE members terms end the last day of finals in spring semester.
TITLE V-BUDGET, FINANCE, AND FUNDING CODES

500.00 BUDGET RESPONSIBILITY

500.01 Each and every governing and operating body, committee, RSO, 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.

500.02 All committees, RSO’s, and clubs must serve to meet the agreements reached with the Executive branch during budget hearings, including but not limited to, amount of profit, and break-even point.

501.00 BUDGET GUIDELINES

501.01 State money remains state money.

501.02 A registered student organization (RSO) is an individual, internal, autonomous group with its own purposes and viewpoints not affiliated with the Association.

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

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

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

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

501.07 Travel will be done only for legitimate reasons.

501.08 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.

501.09 The combined salaries stated in Section 400.00 shall not exceed more than forty percent of the total annual budget for ASWSUE.

TITLE VI-ELECTION CODES AND IMPEACHMENT

600.00 ELECTION CODE AUTHORITY AND AMENDMENT

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

601.00 ELECTION BOARD COMPOSITION
601.01 The Election Board shall be comprised of three members.

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

601.03 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 school days before the beginning of a filing period.

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

601.05 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.

602.00 ELECTION BOARD AUTHORITY, POWERS, AND DUTIES

602.01 The Election Board conducts ASWSUE elections at the direction of and within the policies established in the Election Codes.

602.02 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 validate candidate and ballot issue petitions.
   F. To conduct the candidates' meetings.
   G. To act in a resource capacity with regard to the Election Codes for all interested Parties.
   H. To prepare and submit ballots for approval.
   I. To provide sample ballots to all interested parties.
   J. To notify all candidates and sponsors of ballot issues of the election results within two hours of the final tabulation.
   K. To post the results of the election for the general public.
L. To inform candidates and sponsors of ballot issues of formal complaints regarding Election Code violations filed against them within thirty-six hours of the filing of the Complaint.

M. To act as prosecutor of all Election Code violations against candidates and sponsors of ballot issues in all hearings.

N. The election board counts the ballots after the election.

O. Decide on approved campaigning practices.

603.00 ASWSUE POLLING SITES

603.01 No candidate shall be allowed to set up computer voting stations during Election Day.

603.02 The polling site shall operate for a minimum of four hours per day over two days; and shall not operate for less than a combined total of eight hours over the election period.

603.03 By the time campus closes the day following elections, candidates shall remove all their campaign materials from all approved areas. Any campaign material not removed shall be considered an Election Code violation.

604.00 ASWSUE GENERAL ELECTION

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

604.02 The purpose of the General Election shall be:

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

B. To elect two Student Senators who will have senior standing for the following year.

C. To vote on any ballot issues which may be proposed to the membership of ASWSUE.

604.03 When counting the ballots after the General Election, the Advisor of ASWSUE and another staff member must be present.

604.04 If there is a tie in the General Election, there needs to be a re-election by the student body with 2 days of voting availability.

605.00 ELECTION CALENDAR

605.01 An Election Calendar for either the Spring General Election or Fall General Election shall include:
A. The dates of the filing period.
B. The date of the meeting for candidates.
C. The date campaigning begins.
D. The dates and times of the General Election.
E. The date by which all campaign material must be taken down.
F. The date candidates' expense declarations are due.
G. The date by which all violations are due.

605.02 The General or Special Election to elect candidates shall be concluded in a period of three academic weeks. The election period is initiated by the opening of the filing on a Monday and is concluded by the third Friday following the opening of filing. The timeline of the election process is as follows:

A. Week 1:
   1. The filing period shall begin on Monday.

B. Week 2:
   1. The filing period shall be concluded the second Monday at 5PM after filing opens.
   2. The Candidates meeting shall be conducted within two days following the closing of filing.
   3. All election material from the candidates must be submitted by 5PM on the second Wednesday of the election period.

C. Week 3:
   1. Polls shall open between 8AM and 10AM on the third Monday of the election period.
   2. Polls shall close at 12PM on the third Thursday of the election period.
   3. Candidates will be notified of the results within 24 hours of the polls closing.
   4. All campaign material shall be taken down by 5PM on the third Friday.
   5. All candidates’ expense declarations are to be submitted to the Election Board by 5PM on the third Thursday.
   6. All Election Code violations are due at 5PM on the third Thursday.

605.03 To provide a ballot measure to be voted on by ASWSUE members shall be concluded in a period of two academic weeks. If a ballot measure is to be part of a General or Special Election to elect candidates, then the following process will take place on weeks 2 and 3 of the timeline from 605.02:
A. Week 1:
1. The Election Board must submit the formulated title and a brief explanation of the ballot measure to its proponents by the first Tuesday at 5PM.
2. Proponents can submit an appeal for amendment of the measure title or wording if dissatisfied by the first Thursday at 5PM.

B. Week 2:
1. Polls shall open between 8AM and 10AM on the second Monday of the special election period.
2. Polls shall close at 12PM on the second Thursday of the special election period.
3. ASWSUE members will be notified of the results within 24 hours of the polls closing.

605.04 The Fall General Election is to begin on the first week of Fall semester.

605.05 The Spring General Election must be concluded before Spring Break.

605.06 Changes to the election dates due to extenuating circumstances may be proposed by the Executive branch to the election board. The election board may approve proposed changes to the election dates.

606.00 FALL GENERAL ELECTIONS
606.01 The Fall General Election is dependent on the schedule determined by the General Election Calendar as created during the previous academic year.
A. The purpose of the Fall General Election is to fill the remaining Student Senator positions with students who will have junior standing.

607.00 CANDIDATE QUALIFICATIONS
607.01 All candidates, whether they be declared or write-in, who shall be seeking the position of either the ASWSUE President, Vice-president, Executive Cabinet Member, or member of the ASWSUE Senate shall be required to meet the following requirements to be elected to office:
A. They must be enrolled in six or more credits for the entire term outlined in Section 401.00.
B. They must have a cumulative GPA of 2.5 GPA or higher.
C. They are only eligible to submit one application per Fall and Spring General Election period. If multiple applications are submitted, only a single application can be filed for the candidate’s desired position.

607.02 All candidates for ASWSUE President and Vice-president shall be required to meet the following requirements to be elected to office in addition to 607.01:

A. Each candidate running for President or Vice President require a declared running mate at the time of application submission.

B. Both the candidates running for the President and Vice President must attend at least one general assembly meeting prior to filing.

608.00 FILING

608.01 Filing shall be defined as:

A. Receiving of an Election Packet.

B. The submission of an official Declaration of Candidacy.

C. Candidate statement.

608.02 All candidates shall file for themselves.

608.03 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 number of credit hours currently being taken by the candidate.

D. The candidate's cumulative grade point average.

E. The position being sought by the candidate.

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

A. The ASWSUE Constitution and Bylaws

B. The election calendar.

C. Expense declaration forms.

608.05 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.
609.00 CANDIDATES MEETING

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

609.02 Attendance at the Candidates Meeting shall be mandatory for all candidates 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.

609.03 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.

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

610.00 CAMPAIGNING

610.01 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.

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

610.03 Candidates or sponsors of ballot issues shall ensure that they do not break laws.

610.04 Any forms of campaigning must be cleared through the Election Board.

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

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

611.00 CAMPAIGN EXPENDITURE LIMITATIONS

611.01 The campaign expenditure limitations shall be governed by Section 4 (ii) of Article VIII of the ASWSUE Constitution. The total amount each candidate or ticket of candidates may spend according to the formulas shall be determined and shall be posted during filing and announced at the Candidates’ Meeting.

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

611.03 The reporting of campaign expenditures shall be governed by Section 4 (i) of Article VIII of the ASWSUE Constitution, with the following qualifications:

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.
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.

**612.00 POSTERS**

**612.01 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 by eleven inches per location bulletin board approved for student use.

2. Each campaign may use one poster no larger than nineteen inches by twenty-seven inches per campus building. Posters must be hung in accordance with WSU Everett Facilities Operations policy.

**612.02 Duration of signs and posters.**

A. All posters and campaign materials must be removed before campus closes the day following the election.

**612.03 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.

**612.04 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.**

**613.00 ELECTION CODE VIOLATIONS**

**613.01 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 day polling closes. However, the Election Board may directly refer any violation that it discovers to the executive branch.

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 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.

613.02 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.

613.03 Ignorance of the rules shall not be considered a valid defense. Candidates shall be responsible for any violations that occur on behalf of their candidacy.

613.04 Candidates shall be notified within 36 hours of each violation.
614.00 WRITE-IN CANDIDATES

614.01 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.

615.00 BALLOT REFERENDUMS

615.01 A referendum shall be defined a proposed statement of ASWSUE policy, which shall be initiated by legislative membership of ASWSUE and put to a vote of the membership for approval.

615.02 For a referendum to be placed on the ballot at a general or special election, either of the following criteria shall be met:

A. A copy of the proposed referendum and a two-thirds (2/3) vote record of ASWSUE legislative membership submitted to the Election Board by either:
   1. The filing deadline for candidate's in the case of an ASWSUE General Election.
   2. The Friday prior to the date of the election in the case of a special election.

B. If the referendum and two-thirds (2/3) vote record of legislative ASWSUE members are not submitted prior to the above deadline, the referendum shall either not appear on the ballot of an existing special election or the special election for the referendum will not commence.

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

615.04 For a referendum to be approved, it must receive at least fifty percent plus one of the votes cast in the election.

616.00 BALLOT INITIATIVES

616.01 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.

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

A. A copy of the proposed initiative and a petition bearing the signature and ID numbers of at least twenty percent of ASWSUE's membership shall be completed and returned to the Election Board by either:
   1. The filing deadline for candidate's in the case of an ASWSUE General Election.
   2. The Friday prior to the date of the election in the case of a special election.
3. If the initiative and petition are not returned prior to the above deadline, the initiative shall either not appear on the ballot of an existing special election or the special election for the initiative will not commence.

616.03 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.

616.04 For an initiative to be approved, it must receive at least fifty percent plus one of the votes cast in the election.

617.00 CONSTITUTIONAL AMENDMENT

617.01 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.

617.02 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 sponsoring ASWSUE members shall be filed with the Election Board and the Association's advisor by:
   1. The filing deadline for candidates in the case of an ASWSUE general election.
   2. Six school days prior to the date of the election in the case of an already scheduled special election.

617.03 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.

617.04 For a Constitutional amendment to be approved, it must receive at least fifty percent plus one of the votes cast in the election, provided that a minimum of twenty percent of the ASWSUE membership vote in the election.

618.00 SPECIAL ELECTIONS

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

A. To fill vacancies in the ASWSUE Executive and Legislative Branch.
B. For any ballot measure.
C. To recall the ASWSUE President, Vice President, or Student Senators.

619.00 SPECIAL ELECTIONS TO FILL VACANCIES
619.01 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.

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

619.03 Should a special election be needed, it shall be governed by Chapters 603, 604, 605,
   606, 607, 609, 610, 611, 612, 614, 617 of the Election Codes.

620.00 SPECIAL ELECTION FOR A BALLOT MEASURE

620.01 Time Constraints:
   A. Initiatives - Should an initiative measure be filed with the Election Board more than
      fourth 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 school days of the filing of the measure.

620.02 Chapters 602, 603, 604, 605, 606, 615, 616, 617 of the Elections Codes shall govern all
   special elections for a ballot measure.

621.00 SPECIAL RECALL ELECTION

621.01 The President, President-elect, Vice President, Vice President-elect, Senators and
   Senators-elect may be recalled from office for misfeasance, malfeasance,
   nonfeasance, or failure to properly execute their Constitutional and Bylaw duties.

621.02 For a recall question to be placed on the ballot at a general election, the following
   criteria shall be met:
   A. A copy of the ground for recall, along with a list of names of the sponsoring
      ASWSUE members, shall be filed with the Election Board.
   B. Petitions must bear the signature and ID numbers of at least the following percentages
      of the student body:
      1. For ASWSUE President, President-elect, Vice President, and Vice-president elect: Twenty percent.
      2. For Senators and Senator-elects: Ten percent.
   C. Petitions must be submitted for verification to the following ASWSUE members:
      1. For Executive recall elections: The Association's Advisor for Executive.
2. For Senator recall elections: The Vice President.

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

621.04 Should a special recall election become necessary, all parties involved shall be governed by chapters 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614 of the Election Codes.

621.05 For an Executive or Senate recall election to be validated, it shall require a twenty percent voter turnout of the ASWSUE membership.

621.06 For a recall question to be approved it must receive a majority vote.

622.00 IMPEACHMENT

622.01 The President, President-elect, Vice President, Vice President-elect, Senators and Senators-elect may be recalled from office for misfeasance, malfeasance, nonfeasance, or failure to properly execute their Constitutional and Bylaw duties.

622.02 The impeachment process shall commence after a two-thirds affirmative vote of the legislative membership of ASWSUE.

622.03 The impeachment proceedings shall commence within two calendar school weeks.

622.04 The Association’s Advisor shall be the presiding officer over the impeachment proceedings.

622.05 A two-thirds vote is required of the remaining legislative Senate.

622.06 Each ASWSUE member not impeached shall cast one affirmative or negative vote for the removal from office of the Senator or Officer in which the charges have been brought.

TITLE VII-SUMMER CONTROL OF ASWSUE

700.00 AUTHORITY

700.01 The interests and affairs of ASWSUE shall be managed jointly by the ASWSUE President, Vice President, and Director of Legislative Affairs during the summer session.

701.00 REPORT OF SUMMER ACTIVITIES

701.01 A written report of summer activities shall be made at the first ASWSUE meeting in the Fall.
TITLE VIII- REGISTERED STUDENT ORGANIZATIONS (RSOs) AND CLUBS

800.00 CRITERIA FOR RSO RECOGNITION

800.01 Student organizations which 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.

800.02 Organizations seeking recognition will file an application with the Association's Advisor who brings the application to ASWSUE for review.

801.00 CLUB FUNDING AND RSO FUNDING

801.01 Clubs are considered financially autonomous, raising its own funds.

801.02 Clubs and RSOs 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.

801.03 RSOs and Clubs are eligible to apply for such funding.

802.00 CLUB FINANCIAL ACCOUNTING

802.01 Recognized clubs who raise money are required to set up a Student, Faculty and Activity Account (FS&A) through the University and should contact the ASWSUE President for the procedure. The University provides monthly statements of the FS&A account activity to the club advisor.

802.02 Clubs that receive funding from ASWSUE will utilize 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.
TITLE IX – STUDENT EVENT BOARD (SEB)

900.00 OBJECTIVES

901.02 The duties of the Student Event Board shall be to serve as the board in charge of curating and organizing events.

901.00 MEMBERS

901.01 Dedicated board members are members of the board who appointed and compensated with the specific purpose of serving the board.

A. The chair of SEB is a dedicated member.

B. Student Senator, who acts as the liaison between SEB and ASWSUE, is not a dedicated board member.

C. The ASWSUE Secretary is not a dedicated board member.

901.02 Ex-officio member is the ASWSUE Secretary.

901.03 The Student Event Board is comprised of one SEB Chair, one Student Senator, and the ASWSUE Secretary.

902.00 RESPONSIBILITIES

902.01 The board must meet in its entirety at least one hour per week to plan, coordinate, and prepare events.

902.02 Dedicated board members must post and maintain at least two office hours per week.

902.03 The Student Senator who is a member of the SEB will provide weekly updates about the activities and plans of the SEB.

902.04 All funding requests must be submitted to the ASWSUE Budget Committee.

903.00 SEB MEMBER APPOINTMENTS

903.01 SEB Chair will be appointed in the Spring.

903.02 Dedicated SEB Members will be appointed in the Fall.

903.03 SEB Member appointments shall be decided through an interview process with the current President, Vice President, and Advisor.

903.04 A majority vote between the current President, SEB Chair, and Advisor, who preside over the interviewing process, will decide the appointed candidate for the SEB position.

903.05 Candidates for SEB positions shall be interviewed and evaluated in an impartial manner.

903.06 Applications for SEB positions will be made available on the beginning of the filing period for their respective election. Applications will remain open for at least one week and shall remain open until the position is filled.

903.07 One ASWSUE Student Senator will be appointed to serve on SEB to act as a liaison between SEB and ASWSUE.
904.00 STIPEND OF SEB MEMBERS

904.01 All Dedicated Board Members will receive compensation in the form of a monthly stipend of $120. The total stipend received by the Dedicated Board Members will not exceed 10% of resident undergraduate tuition.

904.02 The stipend of SEB Members are distributed to members in a monthly allocation.

904.03 If members are not in office for the entire month, the stipends outlined in section 902.01 is be adjusted to the following percentages and of the monthly stipend:

A. If members are in office for one week of the month, they will receive 25% the stipend allocation.
B. If members are in office for two weeks of the month, they will receive 50% the stipend allocation.
C. If members are in office for three weeks of the month, they will receive 75% the stipend allocation.
D. If members are in office for more than three weeks of the month, they will receive 100% the stipend allocation.

904.04 The monthly distribution for December will be 50% of the stipend allotments to reflect the absence in office between fall and spring semester.

904.05 The disbursement will begin processing on the day after the end of the disbursement cycle.

904.16 Amendments to the stipend of SEB members can be completed in opposition to 205.03 if all the following conditions are followed:

A. The stipend changes do not exceed the maximum total stipend values allocated by the undergraduate tuition percentages referenced in 902.01.
B. Monetary changes are approved by the Area Finance Officer (AFO)

905.00 SEB TERMS OF OFFICE

905.01 Each SEB member start dates of term are as follows:

A. The SEB Chair shall start their terms on August 16 or the first day of Fall semester. The date selected is the latter of the two potential start dates.
B. Dedicated SEB Members start their terms after the Fall elections have concluded. This outlines the date as September 16 or the Monday following the closing of Fall election polls. The date selected is the latter of the two potential start dates.
C. In the event a Dedicated SEB Member position is filled after the closing of Fall election polls, the start of their term will be immediate upon the acceptance of the position.

905.02 All Dedicated SEB members’ terms end the last day of finals in spring semester.