ASSOCIATED STUDENTS of the UNIVERSITY of WASHINGTON BOTHELL

BYLAWS- Last Revised: June 12, 2013
Last Approved: June __, 2013

PREAMBLE

We, the students of the University of Washington Bothell, in order to establish adequate agencies for student government, to improve student relationships with the University, and to further the mission of the University, do establish these Bylaws.

Article I. NAME
Section 1.01 The name of the corporation under these Bylaws shall be “The Associated Students of the University of Washington Bothell.”

Article II. MEMBERSHIP
Section 1.01 All Students currently primarily enrolled at the University of Washington Bothell and paying student fees shall be members of ASUWB.

Article III. STANDARDS FOR HOLDING OFFICE
Section 1.01 Candidates for the elected or appointed position of ASUWB that receive a stipend must have a grade point average of 2.5 at the time of election or appointment, as well as during their term of office.

Article IV. STRUCTURE OF GOVERNMENT
Section 1.01 Composition and Duties of the ASUWB Student Government
(a) The Composition of the ASUWB Student Government (Senate) shall consist of:
   (i) ASUWB Senators who will be voting members;
   (ii) ASUWB Executive Board composed of elected Directors, and Vice-President who will be voting members;
   (iii) Any ASUWB sanctioned Committee(s) or Council(s);
   (iv) A Student Assistant as an ex-officio member; and
   (v) The ASUWB staff advisor(s) who shall serve as ex-officio member(s).
(b) Duties of The Executive Board
   (i) Administrative duties shall be vested in the executive members and ASUWB staff advisors.
(c) The ASUWB Executive Board shall consist of the President, Vice President and the following administrative officers directly responsible to the President: Director of Student Advocacy, Director of Government Relations, Director of Business Operations, and Director of Public Relations.
(d) The number of ASUWB Senators assigned to each class may be amended by a three-fourths (3/4) vote of the collective ASUWB Student Government and shall
be in effect at the next general election for Senators without review from the
greater membership of ASUWB.
(e) No person may occupy more than one office.
(f) The ASUWB Student Government shall convene meetings weekly during the
academic year (Fall, Winter, and Spring).
(i) It shall be the duty of the ASUWB President to verify the Senate meeting
schedule and location to be at intervals appropriate for committees to
complete their work.
(ii) The meeting time is set for Tuesdays from 8:00am-10:00am, starting the
week before Fall term begins through the last week of June.
(iii) Need decisions be made while Student Government meetings are not in
session, the President and Vice-President shall work together to make
decisions on behalf of the ASUWB Student Government.
(g) The ASUWB Senate acts as the voice of the UW Bothell Student Body and as
such has the power to authorize resolutions and other such legislative
statements on behalf of the greater ASUWB membership.
(i) It shall be the duty of the ASUWB President, with the aid of the Senate, to
distribute all ASUWB legislative statements.
(ii) In the case of legislative statements requiring distribution, the resolution
shall specify the recipients.
(iii) Legislative statements should be distributed as soon as it is practical to do
so. Exceptions during extraordinary circumstances, legislation should be
distributed prior to the next meeting of the Senate or three weeks after its
final passage, whichever is earlier.
(h) The ASUWB Student Government shall perform all other duties as prescribed by
the Constitution and Bylaws.
Section 1.02 Order of Senate Business and Chairperson
(a) Roberts Rules of Order, Newly Revised shall govern the cases where they are
applicable and where they are not inconsistent with the Constitution or Bylaws
of ASUWB. Where not inconsistent with these Bylaws, the Senate may
communicate rules pertaining to the transaction of ASUWB business and
meetings. Rules may be adopted, modified, or suspended by majority vote of
the Senate. The Director of Public Relations shall maintain a record of all rules.
(b) The Chairperson
(i) The President shall be the Chair of all meetings of the Senate.
(ii) In the event of the President’s absence, the Vice-President shall preside
over all meetings of the Senate.
(iii) In the event of the absence of both the President and the Vice President
from a meeting of the Senate, a chair from amongst the Senate shall be
chosen.
(iv) The Chair shall develop standards for adhering to Robert’s Rules of Order
with the ASUWB Senate.
Section 1.03 The President may veto a decision made by the Senate.
(a) A presidential veto may be overturned by a two-thirds (2/3) majority vote of the
Senate.

Article V. RULES AND REGULATIONS OF THE SENATE
Section 1.01 Absences
An absence is defined as missing a Senate meeting or a tardiness of more than 15 minutes from the Call to Order, or otherwise departing early from a scheduled end time of a Student Government meeting without the advance approval of the President.

ASUWB Senate members shall be allowed excused absences from regularly scheduled meetings, and no more than three (3) unexcused absences per academic term. Excused absences must be requested with twenty-four (24) hours written notice and granted by the President.

ASUWB Senate members shall be allowed excused absences from regularly scheduled meetings, and no more than three (3) unexcused absences per academic term. Excused absences must be requested with twenty-four (24) hours written notice and granted by the President.

The Director of Public Relations shall report absences at the beginning of the meeting minutes, which shall be publicized to the student body after each Senate meeting.

The President shall work with the ASUWB Advisors on excused and unexcused absences of ASUWB Student Government members.

The Vice-President shall work the ASUWB Advisors on excused and unexcused absences of the President.

Article VI. OFFICERS

Section 1.01 Qualifications

(a) Any member of ASUWB shall be eligible for any election or administrative appointment contingent upon the requirements of that office.

(b) No member of ASUWB shall be a candidate for more than one office in any one election.

Section 1.02 Elections

(a) The ASUWB General Election shall be held during the first four (4) weeks of Spring Quarter and shall be in accordance with the guidelines for elections.

(b) Guidelines are set by the Elections Committee in Fall quarter and followed through any elections process until new guidelines are adopted.

(c) Members of the ‘current’ Elections Committee may be involved with an application process if the ASUWB Senate votes to have an application open for an open position instead of an election or special election.

(d) Members of the Elections Committee retain membership until the next committee is appointed.

Article VII. DUTIES - THE ASUWB EXECUTIVE BOARD SHALL WORK WITH THE SENATORS AND BE RESPONSIBLE FOR THE ADMINISTRATION OF ALL LEGISLATION.

Section 1.01 It shall be the duty of the President to:

(a) Represent and advocate for the needs of the entire University of Washington Bothell student body;

(b) Serve as the primary spokesperson for the ASUWB, including giving speeches at all events (e.g. student convocation, commencement, and other ceremonies);

(c) Preside over all Senate meetings in accordance with the standards established by Article X of these bylaws;

(d) Assign projects and delegate tasks to members of the ASUWB Student Government with respect to the section in Article VII corresponding to each position within the ASUWB;

(e) Monitor and supervise all tasks and projects being managed by members of the Executive Board;
Section 1.02

It shall be the duty of the Vice President to:

(a) Represent and advocate for the needs of the entire University of Washington Bothell student body;

(b) Fulfill the duties of the ASUWB President in the event of the absence, resignation, or forfeiture of the President from office;

(c) Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of the ASUWB Senate;

(d) Serve as the liaison between the City of Bothell and the UW Bothell Campus, by participating in: City Council meetings, scheduled meetings with City of Bothell officials, other City of Bothell meetings, or in any way defined as civic engagement with the City of Bothell;

(e) Serve as the liaison between the students and the faculty and staff at the University of Washington Bothell (e.g. attending all General Faculty Organization and General Staff Organization meetings, and building a relationship between students, faculty and staff);
Facilitate the success and assist in the execution of all team projects and events whether on or off campus;

Serve on committees on and off campus as appointed or requested by the President;

Work with ASUWB Senators to develop ASUWB initiatives, goals, and projects;

Attend all Tri-Campus Meetings with UW Seattle and UW Tacoma;

 Maintain nineteen and a half (19.5) hours of work per week while ensuring that all work is completed;

Schedule and hold ten (10) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are granted during finals week, when granted by the Senate, and in exceptional cases;

Submit written reports quarterly to the ASUWB Director of Public Relations;

Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus, while serving as the ASUWB Vice President; and

Uphold and honor the ASUWB Mission Statement while serving as the ASUWB Vice President.

Section 1.03 It shall be the duty of the Director of Business Operations to:

(a) Represent and advocate for the needs of the entire University of Washington Bothell student body;

(b) Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of the ASUWB Senate;

(c) Maintain the budget of the ASUWB and present it to the ASUWB Senate on a weekly basis or as requested by the Senate;

(d) Meet:

   (i) Weekly with the Student Life Fiscal Specialist or budget assistant to update and manage the budget of the Senate;
   (ii) With local businesses and initiate discounts or programs to develop positive relations;
   (iii) With and attend all Bothell Action Committee meetings and/or other City of Bothell meetings; and
   (iv) With the Office of Advancement to initiate various programs and expand the current relations with businesses.

(e) Attend all Tri-Campus Meetings with UW Seattle and UW Tacoma;

(f) Oversee the formation of all budget proposals to the Student Technology Fee Committee and the Services and Activities Fee Committee in collaboration with the President and the Senate;

(g) Manage an inventory of all office supplies and all supply orders;

(h) Manage the Student Discount program by coordinating with local business owners and the Bothell Chamber of Commerce;

(i) Manage all paperwork, forms, and correspondence with the Student Life Fiscal Specialist or budget assistant;

(j) Maintain the ASUWB Student Supply Table program with the ASUWB Senate;

(k) Organize and maintain the ASUWB SAEF Awards;

(l) Work with other members of the ASUWB Senate to execute all ASUWB Student Government events;
Section 1.04

It shall be the duty of the Director of Government Relations to:

(a) Represent and advocate for the needs of the entire University of Washington Bothell student body;

(b) Serve as legislative liaison working with the University of Washington Bothell Government and Community Relations staff, Washington Student Association (WSA), University of Washington Seattle and Tacoma student governments, and others;

(c) Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of the ASUWB Senate;

(d) Serve as a member of the WSA Board, which may include sitting as an executive position on the board, and spending time in Olympia during Legislative Sessions;

(e) Meet, at least monthly, with the UW Bothell Assistant Vice Chancellor of Government and Community Relations, and quarterly with the University of Washington Office of Federal Relations;

(f) Organize and implement legislative and government events (e.g. government and student government voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students, develop a legislative agenda that addresses and supports UW Bothell students, and others);

(g) Serve as the legislative liaison for state and federal matters by regularly meeting, corresponding, and building relationships with local and state representatives;

(h) Participate in the success of the UW Bothell WSA Chapter;

(i) Work with other members of the Senate to execute all ASUWB events;

(j) Serve on committees on or off campus as appointed or requested by the President;

(k) Maintain nineteen and a half (19.5) hours of work per week while ensuring that all work is completed;

(l) Schedule and hold five (5) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are granted during finals week, when granted by the Senate, and in exceptional cases;

(m) Submit written reports quarterly to the ASUWB Director of Public Relations;
Section 1.05 It shall be the duty of the Director of Student Advocacy to:

(a) Represent and advocate for the needs of the entire University of Washington Bothell student body;

(b) Organize and facilitate regular, general ASUWB campus outreach events regarding student issues and concerns through Husky Huddles, surveys, and other efforts;

(c) Conduct student needs and interest assessments at least once per quarter to guide team priorities, such as with Student Town Halls;

(d) Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of the ASUWB Senate;

(e) Serve as a liaison between the ASUWB Senate, other student leaders and organizations on campus;

(f) Work with the ASUWB Vice President to assist with the development of the Senators initiatives, goals, and projects;

(g) Work with other members of the Senate to execute all ASUWB events;

(h) Serve on committees on or off campus as appointed or requested by the President;

(i) Maintain nineteen and a half (19.5) hours of work per week while ensuring that all work is completed;

(j) Schedule five (5) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are granted during finals week, when granted by the Senate, and in exceptional cases;

(k) Submit written reports quarterly to the ASUWB Director of Public Relations;

(l) Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus, while serving as the ASUWB Director of Student Advocacy; and

(m) Uphold and honor the ASUWB Mission Statement while serving as the ASUWB Director of Student Advocacy.

Section 1.06 It shall be the duty of the Director of Public Relations to:

(a) Represent and advocate for the needs of the entire University of Washington Bothell student body;

(b) Publicize important information (e.g. suggestions, proposals, objectives, events, updates, and the ASUWB mission and goals, et cetera) to the University of Washington Bothell student body by creating, distributing, and maintaining all information collected from sources across and beyond campus including from Faculty, Staff, Administration, the Husky Herald, and elsewhere, by:

(i) Updating and publicizing the above through the ASUWB webpage, e-mail, social media, and any other form of communication;

(ii) Maintaining relationships with the UW Bothell Office of Advancement and External Relations; and

(iii) Recording Senate meeting minutes and posting them to the ASUWB website;
Organize the ASUWB Distinguished Faculty and Staff awards and maintain the Student of the Month award;

Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of the ASUWB Senate;

Coordinate and publish Executive Board Reports and Senator Reports at least quarterly;

Manage and serve as the primary contact for the Holly the Husky program;

Work with other members of the Senate to execute all ASUWB events;

Serve on committees on or off campus as appointed or requested by the President;

Maintain nineteen and a half (19.5) hours of work per week while ensuring that all work is completed;

Schedule five (5) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are granted during finals week, when granted by the Senate, and in exceptional cases;

Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus, while serving as the ASUWB Director of Public Relations; and

Uphold and honor the ASUWB Mission Statement while serving as the ASUWB Director of Public Relations.

Article VIII. SENATORS

Section 1.01 Members
(a) Each undergraduate class (First year, Sophomore, Junior and Senior) and the graduate class will be allotted two (2) senate positions each totaling ten (10) positions.

Section 1.02 Terms of Office, Election
(a) A Senator is required to maintain a minimum GPA of 2.5 cumulative.
(b) Senators shall hold office for one full academic year, from the beginning of September and ending in June the following year.

Section 1.03 Senator Duties
(a) It shall be the duty of each Senator to:
(i) Attend all Senate meetings;
(ii) Make regular reports of Senate business available to their constituents;
(iii) Submit written quarterly reports to the ASUWB Director of Public Relations;
(iv) Work with other members of the Senate to execute all ASUWB events;
(v) Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of the ASUWB Senate;
(vi) Vote on legislation and action items that come up at Senate meetings;
(vii) Develop and implement surveying methods to get constituents involved, informed, and provide information for ASUWB decisions and actions;
(viii) Sit on committees, councils, and other forms of ASUWB representation on or off campus; and
(ix) Communicate weekly, outside of ASUWB Senate meetings with Senator-pairs regarding student outreach strategies and projects.
Article IX. STANDARDS FOR SEEKING AND HOLDING OFFICE

Section 1.01 Standards
(a) All members of the ASUWB elected officials, hired, and appointed positions shall:
   (i) Enroll in no fewer than five academic credits at the University of Washington Bothell in accordance to the University of Washington Student Employment Eligibility standards at the time of election or appointment;
   (ii) Be in good academic and behavioral standing with the University of Washington Bothell, and maintain a Grade Point Average of at least 2.5 cumulatively, if an ASUWB member’s Grade Point Average drops below 2.5, the student must meet with an advisor to implement a plan to return the student back to good academic standing with ASUWB by the next quarter;
   (iii) Be free of any academic probation (e.g. for low scholarship) as defined in the most recent edition of the UW Bothell General Catalog;
   (iv) Have no disciplinary sanctions greater than a warning imposed for violation(s) of the University of Washington Student Conduct Code at the time of election or appointment;
   (v) Not be allowed to be a member of the ASUWB Senate simultaneously with the Executive Board;
   (vi) Attend all regular meetings of the Executive Board throughout the fall, winter, and spring quarters (refer to Article IX, Section 1.03 regarding absences);
   (vii) Maintain these standards throughout the elected or appointed officer’s term; and
(b) Failure to meet or maintain these standards above will disqualify those running for office or subject elected or appointed officers for removal from office.

Section 1.02 Vacancies
(a) Any ASUWB representative may step down from their position with a formal letter of resignation to the Senate with at least two weeks’ notice.
(b) In the event of a vacancy of an ASUWB position other than the President, an application process or special election process will be implemented to fill that position, a vote of the ASUWB Senate will determine whether an application process or a special election process is pursued.
(c) If a special election is chosen, the Elections Committee will be convened to manage a special elections process (refer to Article XII of these bylaws).
(d) If an application process is chosen, the following procedure must be followed:
   (i) The position must be broadly and thoroughly advertised over the course of no fewer than ten full normal class days;
   (ii) The Senate, composed of the ASUWB Executive Board and the Student Senators, will review all applications and select candidates for interviews (refer to Article IX of these Bylaws for applicant criteria);
   (iii) Representatives from both the ASUWB Executive Board and the Student Senators will conduct interviews;
   (iv) An official vote of the joint assembly of the ASUWB senate will vote finalists to fill the position; and
   (v) A candidate requires a simple majority vote of the ASUWB Senate to be selected to fill the vacant seat.

Section 1.03 Removal from Office
(a) Grounds for disciplinary action or removal from office may include, but are not limited to:
   (i) Repeated violation of any formally adopted standards for ASUWB office conduct;
   (ii) Abuse or misuse of ASUWB material or equipment, or any other act that can be deemed unethical or in violation of student trust.
   (iii) Look above to bring down
(b) A member of the for whom it has been determined has not fulfilled the outlined duties and responsibilities pertaining to their position in Article VII or violates any protocol further established by these bylaws can be considered for removal from office over a period not to exceed four weeks with a majority vote of current voting members of the Senate (refer to Article IX of these bylaws for voting procedure), during a public meeting of the Senate.
(c) The Vice President, with the assistance of an advisor, will work with the student to issue a written performance evaluation to the Officer of the Board, which shall:
   (i) Be signed by the member of the Senate being considered for removal from office, the ASUWB President, the ASUWB Vice President, and advisor of ASUWB;
   (ii) Include a Resolution Plan with steps toward returning the student to good standing with the ASUWB; and
   (iii) Be approved by the ASUWB Senate at an open meeting that the member has four weeks to complete and hold progress to the Resolution Plan.
   (iv) President to review Vice-President
(d) Once all documents have been signed, the Vice President or Senate may initiate an investigative committee at an ASUWB Senate meeting.
(e) The Senate member must follow the Performance Evaluation and Resolution Plan to address progress up to a four-week (4) period, starting from the signing of all documents of consideration for removal from office.
(f) At the end of the investigation period, the ASUWB Senate is required to make a decision on the following:
   (i) Decision can be to return the E-Board member or Senator to good standing; or
   (ii) Removal of the E-Board member or Senator, removal requires two-thirds (2/3) majority vote.
   (g) Discussion may happen during Executive Session, but decisions must be made during the open meeting.

Section 1.04 Transition
(a) This section establishes a set of policies and guidelines regarding the transition between incumbent ASUWB representatives including the Senate and the ASUWB representatives Elect; the incumbent Board will familiarize, mentor, and instruct the ASUWB Elect in all capacities necessary to be successful in respective positions and as a team.
(b) It is the responsibility of the incumbent Senate to familiarize the Senate Elect to the responsibilities of the Senate and to the general rules and guidelines established by the ASUWB Constitution and Bylaws.
Each incumbent officer must properly and fully provide the details of their position to the officer or officers who will require an understanding of these details to adequately fulfill their designated duties and responsibilities.

A Transition Binder must be handed to incumbent member following Transition Guidelines decided by the ASUWB Student Government.

A mutually agreed upon time shall be followed for transitioning one-on-one between incumbent ASUWB Student Government members and their elect.

Incumbent Senator pairs may decide how they want to transition incoming Senators

This transition process must be completed before the end of the term of office of the Incumbent ASUWB Senate.

Graduate and First-Year Senators will be transitioned by the President and Vice-President.

Article X. MEETINGS OF THE SENATE

Section 1.01 Regular Meetings

Regular meetings shall occur once per week and be held throughout each of the Fall, Winter, and Spring quarters.

Additional meetings may be held if deemed necessary by the ASUWB President or by a majority vote of ASUWB Senate.

Each meeting agenda must be publicly posted and forwarded to the University of Washington Office of Public Records.

All meeting information, location, times, dates, and agendas, must be posted in accordance with the standards established by the Open Public Meetings Act (RCW Chapter 42.30).

Items to be addressed at Senate meetings must be presented to the President in writing with notice of at least seventy-two (72) hours to be placed on the meeting agenda.

Final disposition shall not be taken on any matter other than those specified in the written notice at such meetings, unless ASUWB Senate votes to add action items in extreme circumstances.

Section 1.02 Special Meetings

Special meetings of the ASUWB Senate may be called at any time by the President or by a simple majority of the current voting membership of the Senate with forty-eight (48) hours written notice before the proposed meeting time as specified by the notice.

Written notification of these meetings shall:

Include the specific time and place of the special meeting and the business to be addressed; and

Be rendered unnecessary in the event that a special meeting is called to deal with an emergency involving injury or damage to persons or property or the impending likelihood of such injury or damage occurring, or when such notice would be impractical or increase the likelihood of such injury or damage also occurring.

Special meeting agendas must be publicly posted in accordance with the Open Public Meetings Act at least forty-eight (48) hours before the time of such meetings.
A copy must also be forwarded to the University of Washington Office of Public Records.

Section 1.03 Executive Sessions
(a) The Senate may hold executive sessions during a regular or special meeting to consider matters permitted under the Open Public Meetings Act (RCW Chapter 42.30.110), which may include:
(i) Receiving and evaluating complaints or charges involving officers or employees of the ASUWB;
(ii) Evaluating the qualifications of an applicant being considered for hiring or appointment to a position with the ASUWB; or
(iii) Discussing current or potential litigation to which an officer or employee of the ASUWB is a party of and when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence.

Section 1.04 Meeting Procedures and Records
(a) All meetings shall:
(i) Be conducted in accordance with Robert’s Rules of Order, Newly Revised; and
(ii) Consist of a quorum, defined as a simple majority plus one (+1) of the voting membership of the ASUWB Student Government.
(b) All actions of ASUWB Senate meetings shall:
(ii) Be defined as any decision, approval, rejection, postponement, referral to committee, et cetera about any legislation, funding proposal, or any other item requiring official action by the Senate;
(iii) Be posted on the agenda in accordance with the Open Public Meetings Act.
(c) All minutes of the Senate must be publicly posted no later than seventy-two (72) hours after the meeting concludes and shall be updated the following meeting pending approval from the Senate.

Article XI. APPOINTMENT OF STUDENTS TO COMMITTEES
Section 1.01 Process for Nominating and Appointing Students to committees on and off campus
(a) In order to ensure fair, consistent and timely appointments of University of Washington Bothell students to committee, the ASUWB Executive Board and Senators shall:
(i) Designate a representative to sit on any and all committees that address student concerns; and
(ii) Broadly publicize with the help of the ASUWB Senate for at least one student at large to sit on any and all committees that address student concerns through an application process.
(b) The ASUWB Senate shall vote to approve final student appointments.
(c) The ASUWB President shall notify the appointed student(s) and other applicants regarding the appointment decision.
(d) The ASUWB Senate may vote to remove ASUWB representatives from committees at any time.
(e) This process shall be repeated to fill vacant seats, should they arise, or if new committees as they develop.
Article XII. ASUWB ELECTIONS COMMITTEE

Section 1.01 Purpose
(a) The ASUWB Elections Committee is responsible for managing the elections process for all elections of the ASUWB Senate and:
(i) Is empowered by the ASUWB to adequately, fairly, and transparently run elections that include a broad portion of the student body through extensive advertisement and publication;
(ii) Shall convene regular meetings no later than Winter quarter for the annual elections process;
(iii) May be convened at any time by the ASUWB to manage all other special elections or application processes.

Section 1.02 ASUWB Elections Committee
(a) The ASUWB Senate shall:
(i) Each designate at least one (1) representative who is not seeking reelection to sit on the ASUWB Elections Committee only as nonvoting ex officio members;
(ii) Broadly publicize the opportunity to sit as a member of the Elections Committee to the student body; and
(iii) Appoint students to the Committee pursuant to Article XI of these Bylaws regarding appointments.
(b) The Elections Committee shall consist of no fewer than five (5) currently enrolled University of Washington Bothell students who are not seeking election in that election cycle, and one professional staff or faculty advisor who will serve as a nonvoting member of the Committee and who shall be appointed by the ASUWB Senate.
(c) The first order of business for the Committee shall be to appoint one voting member to serve as the ASUWB Elections Committee Chair.
(i) The Committee is responsible for developing and implementing elections policies and procedures
(d) The Elections Committee shall be structure to have one (1) Chair and one (1) Vice-Chair (if necessary).
(e) At minimum, the Elections Committee must establish policies and procedures regarding the following:
(i) Promotion of an elections schedule, all available positions, and application procedures;
(ii) Campaigning rules, including posting regulations, spending limits, and consequences for campaign violations, and the Open Forum or Candidate Panel;
(iii) Locations of voting stations; and
(iv) Voting days and hours.
(f) Candidates must abide by all state and federal laws, and University policies including posting guidelines and computer use regulations.
(g) All candidates must attend a mandatory meeting prior to the beginning of the campaigning period.
(h) The Committee shall designate no fewer than ten (10) class days in which candidates may campaign.
(i) Voting must be open for no fewer than three (3) school days.
The Chair of the Elections Committee shall inform the candidates and general campus community of the results of the elections within five (5) class days following the certification of the results.

Article XIII. SERVICES AND ACTIVITIES FEE COMMITTEE

Section 1.01 Purpose

(a) The Services and Activities Fee (“SAF”) Committee shall operate pursuant to RCW Chapter 28B.15c College and University Fees, the ASUWB Bylaws, and the SAF Committee Guidelines.

(b) One officer of the ASUWB Senate shall serve as a voting member of the SAF Committee.

(i) Additional members may be appointed to SAF as nonvoting ex officio members.

(c) Members of the SAF Committee shall be appointed by the ASUWB Student Government.

(i) Members are appointed through an application process and require a simple majority vote.

(d) The Chancellor of the UW Bothell shall make a last approval of the members voted into SAF by the Senate.

Article XIV. STUDENT TECHNOLOGY FEE COMMITTEE

Section 1.01 Purpose

(a) The Student Technology Fee (“STF”) provides funds for the improvement and enhancement of technology used by the students of the University of Washington system. The University of Washington Bothell (“UW Bothell”) Student Technology Fee Committee (“the Committee”) shall recommend to the ASUWB an amount to be set as the technology fee and the uses of that fee. Following the Regents’ decision setting the STF, the Committee shall entertain proposals for technology expenditures, verify the benefit to students and the impact on the University, and approve the expenditure of revenues available for use. Students of the UW Bothell shall comprise the membership of the Committee. The Committee shall perform its role pursuant to RCW 28B.15.051, and the agreement between the Associated Students of the University of Washington Bothell (“ASUWB”), the Board of Regents, and the Committee Bylaws.

(b) Applications shall be submitted to the ASUWB Senate and the Senate shall select students who would be assets to the committee based on number of applicants and the quality of the applicant pool.

Article XV. ASUWB TRANSPARENCY

Section 1.01 Purpose

(a) To establish the rules and reports regarding the transparencies of the Associated Students of the University of Washington Bothell.

Section 1.02 Objective

(a) In order to provide a system of transparency, the Executive Board shall create and publish external reports at least every academic quarter (with the exception of Summer quarter) not limited to meetings, actions, and activities of the Associated Students of the University of Washington Bothell.
The contents of the quarterly report must be approved by a unanimous vote of the Senate.
Quarterly reports must be published at the end of each quarter (excluding Summer quarter).
A Year End Report regarding all accomplishments, actions, and activities of the term of the ASUWB must be published by the end of Spring quarter.

Article XVI. RESOLUTIONS
Section 1.01 Purpose
(a) The purpose of this article is to establish a system of authenticity on the actions of the Associated Students of the University of Washington Bothell Senate. In addition, this article shall seek to establish a set of guidelines defining the actions of the ASUWB Senate.

Section 1.02 Objective
(a) The ASUWB Senate frequently takes actions, makes decisions, and engages in activities that directly affect the Associated Students of the University of Washington Bothell. This requires a process to be established where each action, decision, and activity of the Executive Board are clearly and uniformly defined. In addition, this process will authenticate the actions of the ASUWB Student Government, which are known as Executive Orders.

Section 1.03 Executive Orders
(a) The general actions, decisions, and activities that the ASUWB Student Government gives will be known as Executive Orders. Each Executive Order will be clearly defined and a record of each order will be kept. These orders will therefore constitute the official and authentic actions of the Executive Board.
(b) Each Executive Order will clearly contain each of the following:
   (i) The order being taken;
   (ii) When it will take effect and end;
   (iii) The group or constituency affected;
   (iv) An explanation as to the reason of the order; and
   (v) The result of the order.

Article XVII. REFERENDUM AND INITIATIVE
Section 1.01 Special Elections and Bylaw Updates
Section 1.02 A two-thirds (2/3) majority vote of the Senate shall be necessary to refer proposals to the ASUWB to the Spring general election
Section 1.03 A proposal may be placed on an election ballot by a petition signed by # of ASUWB.
Section 1.04 A special election may occur only in the case of electing a new officer after a resignation and in Fall quarter for First Year and Graduate Senators.
(a) Amendment of these Bylaws
Section 1.05 An amendment of these bylaws may be proposed by two-thirds (2/3) majority vote of the Senate.
(a) The Bylaws will go into effect the quarter following the time of which the change was passed unless otherwise specified.