

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON,  
BOTHELL EXECUTIVE COUNCIL BYLAWS  
Last Revised: March 16, 2009**

**Article I - DUTIES OF THE EXECUTIVE COUNCIL OFFICERS**

**Section 1: President's Duties and Responsibilities**

- Chair the Executive Council meetings in accordance with Robert's Rules of Order Revised and these Bylaws;
- Establish meeting agendas and post in accordance to the existing regulations of these Bylaws and the Open Public Meetings Act;
- Assign projects and delegate tasks to Executive Council members germane to their position within ASUWB;
- Monitor and supervise the delegated tasks and projects of all Executive Council members;
- Serve as the primary spokesperson for ASUWB; including, give welcome speech at all new student convocation ceremonies, including a commencement speech.
- Attend monthly Board of Regents Meeting and report back to Executive Council
- Serve as a liaison (or appoint a member of the Executive Council to do so) between ASUWB and the administration, faculty, and staff committees and organizations when requested by those groups;
- Make appointments to internal committees as required by these Bylaws;
- Appoint each of the three executive representatives to one of the three directorships within these bylaws;
- Meet with the Chancellor every three weeks and more, if an issue arises.
- Maintain relationship with City of Bothell officials and Mayor. If the Vice President is unable to make a meeting with the City of Bothell, the President is required to attend.
- Meet weekly with ASUWB advisor; and
- Maintain a minimum of 25 hours per week, of which 10 will be required to be publicly posted and attended as public office hours during the Fall, Winter, and Spring quarters; exceptions to these required hours are granted only in severe cases, to be evaluated by the Executive Council, and during Finals Week.
- Responsible for overall moral of ASUWB executive board. Should an internal dispute arise, it is the president's responsibility to bring resolve.
- Represent the University of Washington Bothell in a positive and professional manner in all functions while serving as the ASUWB President;
- Uphold and honor the ASUWB Mission Statement while serving as the ASUWB President.

## Section 2: Vice President's Duties and Responsibilities

- Fulfill the duties of the President in the event of the absence, resignation, or forfeiture of the office of the President;
- Attend all scheduled Executive Council meetings unless excused in advance by the President;
- Coordinate and publish Executive Council quarterly reports;
- Serve as the student liaison with the City of Bothell, which includes, but is not limited to; City Council meetings, Chamber of Commerce meetings, Downtown Action Committee meetings, scheduled meetings with City officials, as well as coordination with City business owners;
- Facilitate projects appointed by the President or the Executive Council, which may or may not be on campus;
- Maintain a minimum of 25 hours per week, 10 of which will be required to be publicly posted and attended as public office hours throughout the academic school year (subject to change);
- The Vice President will be expected to serve these hours with the exception of finals week, and any severe circumstances in which the President must be notified 24 hours in advance;
- Represent the University of Washington Bothell in a positive and professional manner in all functions while serving as the ASUWB Vice President;
- Uphold and honor the ASUWB Mission Statement while serving as the ASUWB Vice President.

## Section 3: General Duties and Responsibilities of Executive Representatives

- Represent and advocate for the needs of the **entire** student body
- Serve on committees **on and off campus** as appointed or requested by the President
- Attend all regularly scheduled Executive Council and other committee meetings as appointed unless excused in advance by the President
- Executive Representatives will maintain **10** hours per week, **4** of them will be publicly posted as office hours during the Fall, Winter, and Spring quarters; exceptions to these required hours are granted only in severe cases and must be reported to the President in advance, with the exception of Finals Week. The President will convey this information to the Executive Council.
- Work with other members of ASUWB and Advisor to execute ASUWB events such as, but not limited to, Husky Huddles and Election.
- Represent the University of Washington Bothell in a positive and professional manner in all functions while serving as an ASUWB Executive Representative;
- Uphold and honor the ASUWB Mission Statement while serving as an ASUWB Executive Representative.

### Duties and Responsibilities of the Director of Business and Operations

- Monitor and supervise office hours of all Executive Council members
- Maintain ASUWB budget and be able to report budget and/or present to the Executive Council whenever needed
- Prepare budget proposals on behalf of the Executive Council to the Services and Activities Fee Committee and Student Technology Fee Committee
- Serve on the Student Tech Fee Committee

- Maintain an inventory of office supplies
- Stock ASUWB supply tables

### **Duties and Responsibilities of the Director of Student Advocacy**

- Organize and facilitate monthly campus forums on issues and concerns of general interest to students through Husky Huddles, Town Hall Meetings, or surveys.
- Conduct assessments of student needs and interests at least once per quarter.
- Follow up with students about their issues and needs with the appropriate Administration, Faculty, and Staff
- Organize Distinguished Professor and Staff Awards

### **Duties and Responsibilities of Director of Public Relations**

- Your responsibility as ASUWB Director of Public Relations is to inform the student body.
- Create, distribute & maintain effective, promotional information between all students, faculty & staff, including:
  - Key suggestions, proposals, & objectives ASUWB wants to improve/expand on throughout the year.
  - Quarterly updates.
  - Upcoming ASUWB events.
- Preserve & publicize ASUWB's mission & goals.
- Make sure all WebPages & e-mail (ASUWB homepage, Facebook account, etc.) are accurately up to date.
- Maintain relationship with UWB Public Relations Offices

## **Article II - RULES OF THE EXECUTIVE COUNCIL**

### Section 1: Absences

1. Executive Council officers shall be allowed no more than one excused absences per quarter, but no more than two accumulated absences per term, of regularly scheduled meetings. Said absences must be granted in advance by the President.
2. An absence is defined as missing an Executive Council meeting, a tardiness of more than 15 minutes from the scheduled start of or departing early from an Executive Council meeting without the advance approval of the President.

### Section 2: Vacancies

1. All officers of the Executive Council should provide a formal resignation letter to the Council at least two weeks in advance of leaving their position.
2. In the event of a vacancy on the Executive Council, the affected position will be advertised for no fewer than 10-class days via all-student e-mails and flyers posted around campus.
3. Applications will be screened by an internal committee established by the President.

4. Interviews will be conducted by the Executive Council for no fewer than the top three candidates as determined by the screening committee.

### Section 3: Removal from Office

1. Grounds for disciplinary action/removal include, but are not limited to, Breach of the Expectations for Seeking and Holding Office (see Article III, Section 1 of these Bylaws), repeated violation of any formally adopted standards for ASUWB office conduct, failure to complete assigned tasks, abuse of ASUWB material or equipment and/or failure to fulfill job description.

2. An Executive Council officer including the President, who does not fulfill his/her job description or violates the regulations and stipulations presented in these bylaws shall initially be given a performance based discussion from the ASUWB Advisor.

3. This performance based discussion will result in one of two outcomes. The discussion will either result in a resolution where the matter is dropped or the discussion will result in an action plan with consequences. This action plan will be accompanied by a time frame to be decided by the advisor and the Executive Council. Lastly, the officer in question will sign a document which gives the date and time of the discussion as well as an outline of what took place. Signing the document only acknowledges that a discussion took place; it does not necessarily acknowledge that the officer in question agreed with the discussion.

4. Subsequent to the performance based discussion, the officer in question will be in a probe phase of no less than two weeks, subject to the evaluation of the entire Executive Council.

5. At the end of the probe phase the officer in question will be evaluated by the Executive Council. The evaluation will result in one of two outcomes, either the matter is dropped or that the probe phase failed. If the probe phase failed to correct the violation then the officer can be subject to a vote of no confidence by the Executive Council.

6. An Executive Council officer being subject to a vote of no confidence, and hence a removal from office, shall be given written notice of the grounds to this action no less than five (5) working days in advance of the hearing.

7. This vote of no confidence must be heard at the next Executive Council meeting, during which the Executive Council can terminate the member by a two-thirds (2/3) majority vote, of all the voting members, with the exception of the representative in question.

8. The officer in question will have two options:

- a. File a Protest
  - The officer in question can file a written protest to the **Executive Council** four days in advance of the next Executive Council meeting.
  - The **Executive Council** will attach the written protest to the next Executive Council agenda.
  - The officer in question **can** argue the case at the Executive Council meeting.
  - The vote of dismissal will be held at the next Executive Council meeting and at that time will require a 2/3 majority vote of all eligible voting members.

- b. No Protest
  - If no protest is made by the officer in question, at the next Executive Council meeting a vote of dismissal will be held and will require 2/3 majority vote of all eligible voting members.

### **Article III - STANDARDS AND EXPECTATIONS FOR SEEKING AND HOLDING OFFICE**

#### Section 1: Standards and Expectations for all Executive Council Positions

1. Be enrolled in at least 5-units of academic credit at the University of Washington, Bothell at the time of election or appointment and maintain this unit requirement throughout his or her term of office;
2. Be in good academic and behavioral standing with the University of Washington, Bothell (that is, not be on academic probation for low scholarship as defined in the most recent edition of the UWB General Catalog, or not having received a disciplinary sanction greater than a warning imposed for violation(s) of the University of Washington Conduct Code at the time of election or appointment and maintain this standard throughout his or her term of office).
3. Must be available to begin work and training no fewer than five weekdays prior to the first day of Fall Quarter and participate in additional skill-building workshops for noncredit the first Friday of both the Winter and Spring quarters.
4. All Executive Council members must be available to attend regular Executive Council meetings on Fridays throughout the Fall, Winter, and Spring quarters; however, if Executive Council members are available for meetings on other days then that will be left to the Executive Council's discretion.
5. Failure to comply with any of the above is grounds for removal from office.

### **Article IV - ELECTIONS**

#### Section 1: ASUWB Election Committee

1. The ASUWB Elections Committee is charged with organizing, promoting, implementing, and certifying results for all ASUWB regular and special elections.
2. The Elections Committee shall consist of no fewer than three currently enrolled UWB students who are not seeking election at the time and an advisor (nonvoting member of the Committee) appointed by the Director of Student Affairs. The Committee will appoint a chairperson from within its group.
3. The President is responsible for recruiting students to serve on the Elections Committee.
4. All student members of the Committee must be approved by a simple majority of the current voting members of the Executive Council.
5. The Committee should start advertising for candidates at least 6 weeks before the established election date. The advertisement must include, at a minimum, the positions available, application procedures, dates of election, and deadline to apply, and contact information.
6. An open forum should be organized and advertised by the Committee at least 5-class days in advance of the election to introduce the candidates and their platforms to the student body.

#### Section 2: Voting Procedures

1. Online voting shall be the means for conducting ASUWB elections.
2. The voting areas are to be located in central campus locations and equipped with

at least two laptops per voting station.

3. Voting shall be from 8:00 a.m. on the first day until 8:00 p.m. on the last day of voting.

4. The chair of the Elections Committee shall inform the candidates and general campus community of the election results within one-class day following the certification of the results.

### Section 3: Campaigning

1. The Elections Committee shall designate no fewer than 10-class days in which candidates may campaign. Candidates may display posters and flyers within the following guidelines.

2. Each candidate may spend a maximum of \$100, including fair-market value of donations on his or her campaign.

3. Candidates may not campaign within 50 feet of the campus voting booth.

4. Flyers may not be hung on glass, in the bathrooms, or in the classrooms, in or on elevators, or on cars parked on campus (other than their own).

5. Candidates are allowed (25) 8 1/2" by 11" flyers, (10) posters up to 11" X 17", and (3) banners, up to 12 feet in length.

6. All campaign materials must be hung with blue tape only and removed within 24 hours after the last day to vote.

7. All University regulations for posting must be strictly followed.

## Article V - EXECUTIVE COUNCIL MEETINGS

### Section 1: Regular Meetings

1. Regular meetings shall be held at least two times per month (ideally once per week) in each of Fall, Winter, and Spring quarters and additional meetings may be held if deemed necessary by the ASUWB President or a majority vote of ASUWB members. The agenda must be publicly posted, in accordance with University procedures for Open Meetings, at least three-class days in advance of all regular meetings and shall specify the time and place of the meeting as well as the business to be transacted.

2. Agenda items must be presented to the President in writing at least 72 hours in advance of the meeting in which the item is to be discussed or action is to be taken.

### Section 2: Order of business for Executive Council meetings

1. The general format of all official Executive Council meetings may, but is not limited to, be according to the following:

- A. Call to order
- B. Roll call
- C. Approval of minutes
- D. Approval of agenda
- E. Special Guests
- F. Club Reports
- G. Officer Reports
- H. Committee Reports
  - Special
  - Standing

I. Unfinished business

J. New business

K. Open forum/announcements

L. Adjournment

### Section 3: Special Meetings

1. Special meetings of the Executive Council may be called at any time by the President or by a simple majority of the current voting membership of the Executive Council by delivering personally or by e-mail to each member of the Council at least 24-hours before the time of such meeting as specified in the notice.
2. The call and notice shall specify the time and place of the special meeting and the business to be transacted; final disposition shall not be taken on any other matter at such meetings.
3. The aforementioned notices may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
4. Special meetings agendas must be publicly posted at least 24-hours before the time of such meetings and a copy must also be forwarded to the Public Records Office at UW Seattle.

### Section 4: Executive Sessions

1. The Council may hold an executive session during a regular or special meeting to consider matters permitted under the Open Public Meetings Act (RCW 42.30.110). Generally speaking, those matters appropriate for consideration in executive session must be related to (a) receiving and evaluating complaints or charges involving
2. ASUWB officers or ASUWB employees, (b) evaluating the qualifications of an applicant for appointment to an ASUWB office or paid position, or (c) discussing current or potential litigation to which an ASUWB officer or ASUWB employee is a party and when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence.

### Section 5: Meeting Procedures and Records

1. A quorum shall consist of a simple majority of the current voting membership of the Council.
2. All actions of the Council shall reflect the approval by at least a simple majority of those members present and voting. Only those items properly posted on the agenda may be considered for action. An "action" of the Executive Council shall mean any decision (approval, rejection, postponement, referral to committee, etc.) reached about any legislation, funding proposal, or any other item requiring a decision by the Executive Council.
3. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised. Deviations from such procedures will be at the discretion of the President with the approval of the Executive Council.
4. All minutes of the Executive Council shall be publicly posted not later than 72 hours days after the meeting concludes.

## **Article VI - NOMINATION OF STUDENTS TO UNIVERSITY COMMITTEES**

### Section 1: Purpose

1. The purpose of this article is to ensure fair, consistent, and timely appointment process of UWB students to vital University committees.

### Section 2: Process for Nominating and Appointing Students to University Committees

1. Student Affairs will notify students of the University committees in need of student representatives by sending all-student emails, posting flyers around campus, and submitting an advertisement in The Commons (when practical).
2. Students interested in nominating themselves for a committee appointment must complete and submit a Student Committee application available from Student Affairs.
3. Applications will be accepted for at least 10-class days from the initial announcement.
4. The Executive Council will have no more than 10-class days to review applications and make its recommendations to Student Affairs; the expectations are that ASUWB will seek to nominate a diverse slate of students who will best represent the UWB student body.
5. All recommendations shall be forwarded to Student Affairs who will coordinate all details associated with the appointment process following ASUWB Executive Council's recommendations. These include forwarding recommendations to the Chancellor and General Faculty Organization, notifying those students selected and not selected, and announcing confirmed appointments.
6. When vacancies exist after appointments are made, a similar but briefer process will be used to fill these positions.
7. Students will be notified of vacant positions by email and given at least 5-class days to submit an application to the ASUWB.
8. The Executive Council shall have no more than 5-class days to review the applications and make its recommendations to Student Affairs.

## **Article VII - ASUWB ALUMNI ADVISORY BOARD**

### Section 1: Composition of Alumni Advisory Board

1. The ASUWB Alumni Advisory Board shall consist of past ASUWB members that have interest in ensuring the success of future Executive Council administrations.
2. Any former ASUWB member from UWB is eligible to serve as a Board Member. Membership is completely on a voluntary basis, and the term of membership shall coincide with the current officer's term.

### Section 2: Meetings of the Alumni Advisory Board

1. The Board should meet at least once per quarter with the current Executive Council members offering insight, suggestions, and any other helpful advice.

## **Article VIII - ASSOCIATED STUDENT CONGRESS**

### Section 1: Purpose

1. The purpose of this article is to create the Associated Student Congress within the Associated Students of the University of Washington, Bothell Executive Council. The Associated Student Congress empowers the students, clubs, and organizations of the University of Washington, Bothell to be better able to respond to and represent the needs of the student body.

## Section 2: Objective

1. The Associated Students of the University of Washington, Bothell Executive Council shall provide and facilitate a forum to be created known as the Associated Student Congress. It is the objective of the Associated Student Congress to represent the objectives, needs, and interests of the students, clubs, and organizations. The Student Congress will be composed of one voluntary representative from each club or organization at the University of Washington, Bothell. In addition, students of the University of Washington, Bothell will be empowered to represent their interests and the student body as individual representatives to the Associated Student Congress.

## Section 3: Process of nominating representatives to the Student Congress

1. Each club or organization of the University of Washington, Bothell should nominate an organizational representative to the Student Congress. The representative must be a member of the Associated Students of the University of Washington, Bothell.

2. Students of the University of Washington, Bothell can apply to be an individual representative to the Student Congress by being a member of the Associated Students of the University of Washington, Bothell, taking at least 5 credits of academic courses on campus, and submitting an application form to the Executive Council for approval.

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3. All Associated Student Congress Candidates must be approved by the Executive Council, in accordance with the voting procedures stated in these bylaws, prior to holding office as Congress members.

## Section 4: Process and Procedures of the Student Congress

1. The Associated Student Congress is empowered to help express the official opinion of all the students of the University of Washington, Bothell and thus serve as the conduit between students and the clubs and organizations as well as the Executive Council.

2. Each representative of the Associated Student Congress can bring their opinions and ideas from their club or organization. The Associated Student Congress shall discuss these issues and then vote to present these bills to the Executive Council. In order to present a bill to the Executive Council, it must be approved by a simple majority of eligible votes cast at a duly called meeting of the Associated Student Congress. The Executive Council must hear the bill within their next two executive meetings from the time the bill was submitted.

3. Any student of the University of Washington, Bothell can present their ideas to the Associated Student Congress. However, only organizational and individual representatives of the Associated Student Congress are allowed to vote and present bills to the Executive Council.

## Section 5: Associated Student Congress Bills

1. Bills initiated by the Associated Student Congress, to be relayed to the Executive Council, must conform to the approval of a simple majority vote at a duly called meeting of the Associated Student Congress.

2. Bills must be relayed to the Executive Council in the form of a written proposal.

3. Bills will be considered by the Executive Council for passing and will be decided through a simple majority vote of Executive Council members at a duly called meeting.

4. The decision of the Executive Council shall be transmitted to the Associated Student Congress in written format within 72 hours and shall state the precise reasoning.

5. A rejected bill can be appealed once by the Associated Student Congress.

#### Section 6: Appeals

1. An appeal can only be constituted with a two-thirds majority vote of Associated Student Congress members at a duly called meeting.

2. The Executive Council shall hear a representative of the Associated Student Congress at the next Executive Council meeting after the notification of an appeal has been received.

#### Section 7: Amendments

1. Any amendments by the Associated Student Congress to this article must be sent for consideration to the Executive Council in written format.

2. The Executive Council shall review the proposed amendments and hear an Associated Student Congress representative on the matter.

3. Any decision on Associated Student Congress amendments to this article have to be conformed by a two-thirds majority vote of Executive Council members at a duly called meeting.

4. The decision of the Executive Council shall be transmitted to the Associated Student Congress in written format within 72 hours and shall state the precise reasoning.

5. Appeals to this decision have to conform to section 6 within this article.

#### Section 8: Executive Council Non-Interference

1. Executive Council officers will not be eligible to hold the following positions within the Student Congress: Chair, Vice Chair, and Secretary. If Executive Council officers held positions within the Student Congress, it would present a conflict of interest between the Executive Council and the Student Congress.

2. Executive Council officers are not eligible to use their weekly hours as part of the Student Congress, unless the officer receives simple majority approval of the Executive Council at a duly called meeting.

### **Article IX – Executive Council Transparency**

#### Section 1: Purpose

1. The purpose of this article is to establish the rules and reports regarding the transparencies of the Associated Students of the University of Washington, Bothell Executive Council. In addition, this article shall govern the format in which the Executive Council publishes its reports to the Associated Students of the University of Washington, Bothell and internally with the Executive Council.

#### Section 2: Objective

1. In order to provide a system of transparencies the Executive Council shall provide and publish external reports every academic quarter (with the exception of summer quarter) reports regarding its meetings, actions, and activities to the Associated Students of the University of Washington, Bothell. The objectives of these reports will allow students to become aware of the Executive Council, inform students on the decisions of the Executive Council, and how these decisions benefit the Associated Students of the University of Washington, Bothell. Also, individual officers of the Executive Council must submit monthly internal reports to the Executive Council. This allows the Executive Council to be

updated on the actions of all of its officers.

#### Section 3: Scope and Procedure of Publishing External Executive Council Reports

1. The scope of the reports published each academic quarter by the Executive Council shall inform the Associated Students of the University of Washington, Bothell of its general actions and activities. The report will consist of events the Executive Council has hosted or been involved, major actions that have been passed by the Executive Council, and activities around campus that affect the Associated Students of the University of Washington, Bothell.
2. All officers of the Executive Council shall submit an outline and brief description to the Director of Internal Affairs of the projects, events, and activities that the officer has worked over the previous quarter.
3. In order to publish a quarterly report, the contents must be approved by a simple majority of eligible votes cast at a duly called meeting of the Executive Council. Each report must be published within the end of the following quarter. It will be the responsibility of the Director of Internal Affairs to publish each quarterly report.

#### Section 4: Scope and Procedure of Internal Executive Council Reports

1. The scope of an internal report is to inform all the officers of the Executive Council on the actions of each officer. The report will consist of the general tasks, assignments, and duties that each officer has performed over the past month.
2. Each officer must submit a monthly report to the President of the Executive Council. In addition, the President must also submit a report to the rest of the Executive Council.
3. In order for an internal report to be considered official, it must have the signature of the submitting officer. In addition, the President must sign the report thereby acknowledging the receipt and contents of the report. The President's report must have the signature of at least two other officers of the Executive Council who acknowledges the receipt and contents of the report. All officers must submit their monthly report no later than during the second meeting of the Executive Council.

### **Article X – Associated Students Tri-Campus Committee**

#### Section 1: Purpose

1. The purpose of this article is to create the Associated Students of the University of Washington, Bothell Tri-campus Committee, in order to ensure the collaboration and communication between the Associated Students of the University of Washington, Seattle, Tacoma, and Bothell.

#### Section 2: Objective

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1. By constituting this committee the Executive Council shall provide, organize, and facilitate a collaborative effort of student governments on all three University of Washington campuses to attain the goal of communicating and cooperating on mutual issues as well as activities, in order to ensure the interest of all University of Washington students.

#### Section 3: Organization & Appointments

1. The Associated Students of the University of Washington, Bothell Tri-campus Committee shall be composed of twelve members.

2. Each of the three campuses and their according student government constituencies shall appoint four representatives to the committee.
3. The appointment of officers to serve on the committee is at the discretion of the approval of the according student government.
4. The committee shall appoint a chairperson and a co-chair.
5. If desired the Committee Chairperson may appoint non-voting ex-officio representatives to the committee.

#### Section 4: Meetings

1. Regular meetings shall be held at least once a month throughout the fall, winter, and spring quarters. It is at the discretion of the Committee Chair or a simple majority vote of all committee voting members present at a duly called meeting to call for additional meetings.
2. Items for the agenda must be presented to the Chair of the committee no later than five school days prior to the meeting.
3. Agendas must be publicly posted, in accordance with University procedures of the Public Meetings Act, no later than 72 hours prior to the meeting.
4. A quorum shall consist of a simple majority of all current voting members and all actions shall reflect the approval of the simple majority of all voting members present at a duly called meeting.
5. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, unless the committee decides otherwise.

### **Article XI – Executive Orders**

#### Section 1: Purpose

1. 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 Executive Council. In addition, this article shall seek to establish a set of guidelines defining the actions of the Executive Council.

#### Section 2: Objective

1. The Executive Council frequently takes actions, make decisions, and engage 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 Council are clearly and uniformly defined. In addition, this process will authenticate the actions of the Executive Council known as *Executive Orders*.

#### Section 3: Executive Orders

1. The general actions, decisions, and activities that the Executive Council 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 Council.
2. Each *Executive Order* will clearly contain at least each of the following:
  - The order being taken
  - When it will take effect and end
  - The group or constituency affected
  - An explanation as to the reason of the order
  - The result of the order

### **Article XII – The Next Generation**

### Section 1: Purpose

1. The purpose of this article is to establish a set of policies and guidelines concerning how the incumbent Executive Council will teach, mentor, and facilitate the new Executive Council.

### Section 2: Objective

1. In order to provide a smooth transition and transfer of power, the incumbent Executive Council shall educate the incoming administration on the general duties and responsibilities of Executive Council.

### Section 3: Scope and Timeline

1. It will be the responsibility of the incumbent Executive Council to educate the new Executive Council. During this process, the new administration shall be taught on the responsibilities of the Executive Council. Furthermore, the new administration shall be taught on the general rules and guidelines of the Constitution and Bylaws. In addition, each incumbent officer shall teach their respective new officers on their general duties and responsibilities.

2. It will be left to the discretion of the incumbent Executive Council on the procedure to facilitate the new administration. However, the process of transition and transfer to the new Executive Council shall be no fewer than 2 weeks. Finally, this process must be completed before the end of the incumbent's term of office.