Candidates are responsible for knowing and understanding the information in this packet. All candidates and volunteers must abide by the outlined rules. Any violations of this packet and the resulting consequences are determined at the sole discretion of the Elections Committee.

Candidate Application & Campaigning Schedule:

*Mark your calendar!*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action Item/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>11:59 pm</td>
<td>Application closes on Orgsync</td>
</tr>
<tr>
<td>Wednesday, April 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>3:30-4:30 pm</td>
<td>Mandatory Candidate Orientation – TBD</td>
</tr>
<tr>
<td>Monday, April 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>8:00 am</td>
<td>Campaigning begins (cont. until close of voting)</td>
</tr>
<tr>
<td>Wednesday, April 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>11:30 am -2:30 pm</td>
<td>Candidate Fair – Plaza</td>
</tr>
<tr>
<td>Wednesday/Thursday, April 27&lt;sup&gt;th&lt;/sup&gt; &amp; 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>4:00-5:30 pm</td>
<td>Candidate Debate/Forum</td>
</tr>
<tr>
<td>Monday, May 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>8:00 am</td>
<td>Voting begins online</td>
</tr>
<tr>
<td>Thursday, May 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5:00 pm</td>
<td>Campaigning and voting ends</td>
</tr>
<tr>
<td>Friday, May 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5:00 pm</td>
<td>Last day to turn in Financial Statements and Complaint forms</td>
</tr>
<tr>
<td>Monday, May 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>9:00 am</td>
<td>All campaigning materials must be removed</td>
</tr>
<tr>
<td>Monday, May 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>5:00 pm</td>
<td>Soft release of results</td>
</tr>
<tr>
<td>Tuesday, May 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>TBD</td>
<td>Violation Hearings</td>
</tr>
</tbody>
</table>
| Friday, May 13<sup>th</sup>   | 8:00 am    | Review Financial Statements and Complaint forms complete. Hard release of election results on [www.uwb.edu/sea/getinvolved/vote](http://www.uwb.edu/sea/getinvolved/vote)
Election Positions and Compensation

Positions and the descriptions for these positions will be dictated by the ASUWB Bylaws (see Appendix B).

**President** – 19.5 hours/week * 48 weeks/year * $19.6/hour = $18,345.60 (stipend**)

**Vice President** – 19.5 hours/week * 48 weeks/year * $18.6/hour = $17,409.60 (stipend**)

**Directors** – 19.5 hours/week * 40 weeks/year * $15/hour = $11,700 (stipend**)

  - **Director of Academic Affairs**
  - **Director of Business Operations**
  - **Director of Public Relations**
  - **Director of Student Advocacy**

**Senators** – 10 hours/week * 40 weeks/year * $15/hour = $6,000 (stipend**)

  - **Senior Senator** (2 positions)
  - **Junior Senator** (2 positions)
  - **Sophomore Senator** (2 positions)

**First-Year/Graduate Senators** – 10 hours/week * 28 weeks/year * $15/hour = $4,050 (stipend**)

  - **First-Year Senator** (2 positions, elected in the Fall)
  - **Graduate Student Senator** (1 position, elected in the Fall)
Elected ASUWB Executive Council members (President, Vice President, and Directors) begin holding office hours on July 1, 2016.

Elected Senior, Junior, and Sophomore Senators begin holding office hours on September 1, 2016. Elected First-Year/Graduate Senators office hours are determined during Fall elections.

All Elected ASUWB members are required to attend the NACA Student Government West Conference from July 14-17, 2016.

All Elected ASUWB members are required to attend group training from September 1-28, 2016.

All Elected ASUWB members are required to attend weekly ASUWB meetings starting in Fall Quarter. These are currently held on Tuesdays from 5:45 – 7:45 pm, but may be subject to change by the elected members. Candidates should be aware of this requirement as an important responsibility of office and make arrangements with their schedule to attend them.

**The listed compensations for positions are subject to change based on Services and Activities Fee budget decision.

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**General Elections Policies and Procedures:**

**Definitions**

1. **Ballot** is defined as the vote elicited by the ASUWB Elections Committee from the students for officer candidates, Constitutional amendment or revision, measures, and the like.

2. **Campaign materials** are defined as any good or service, such as flyers and posters, electronic media, or communication such as conversation, message, speech, or public activity, used to promote a ticket, candidate, or ballot measure.

3. **Campaigning** is defined as any attempt, by any person, to publicize, promote, or distribute information about any candidate. This includes but is not limited to talking to people, sending emails, wearing promotional apparel, distributing or posting flyers, tabling, and Facebook or other social network messages, groups or events.

4. **Candidate** is defined as any individual seeking to run for ASUWB office who is in compliance of requirements of office and who has completed an application.

5. **Complaint** is defined as an official form, submitted to the Elections Committee, describing an alleged violation of policies and procedures.

6. **Copyright infringement** is defined as reproducing, deriving works based on, distributing copies to the public, and displaying or performing the works of others that you do not have the right to. This includes but is not limited to images, graphics, software, music, videos, books, performances, or other intellectual property.

7. **Disqualification** occurs when an individual has committed a violation which renders them ineligible for holding ASUWB office. Disqualification is determined by the Elections Committee.

8. **Donated goods and services** are defined as any item discounted or donated that a candidate, ticket, or ballot measure is using explicitly and solely for campaigning and an average candidate would have to pay for.

9. **Plagiarism** is defined as using another person’s work and presenting it as your own, without giving proper credit. This includes but is not limited to quotes, facts, and ideas associated with campaigning.

10. **Proxy** is defined as a volunteer who steps in to speak on behalf of the candidate at either the Mandatory Candidate Meeting or Violation Hearings.

11. **Ticket** is defined as a group of candidates (2 or more) that share marketing materials, strategies, branding, or funding in their campaigning efforts.

12. **Violation** is defined as any act, intentional or otherwise, that disobeys the stated rules of the Elections Policies and Procedures.

13. **Volunteer** is defined as any individual that actively supports a specific ticket, candidate, or ballot measure. In all instances, the actions of a candidate’s volunteers constitutes action of the candidate. Therefore, a violation of the Elections Policies and Procedures by a candidate’s volunteer is the responsibility of that candidate.

14. **Write-in candidate** is defined as an individual campaigning for office that did not submit an application by the deadline for the elected position for which they are actively campaigning.
Elections Committee

1. The Elections Committee is given authority by the ASUWB Constitution and Bylaws (see Appendix A and B). It will make important decisions regarding the elections, set up and arrange for an open forum, and certify election results, among other related functions.

2. The Committee consists of several students appointed by the ASUWB Executive Council; no member may be seeking election or campaigning on behalf of any candidate. A member of the Office of Student Affairs staff serves as a non-voting, ex-officio member of the committee.

Requirements for Candidacy

1. Candidates must comply with requirements for office as stated in Article IV of the ASUWB Bylaws (see Appendix B).

2. Candidates must complete an online registration in order to be listed on the ballot.

3. Candidates must be able to attend, or receive prior excusal from, the following training dates, as determined by the current ASUWB leadership:

4. Executive Council members (President, Vice President, and Directors) will take office and are responsible for positional duties starting July 1st, 2016.

5. Candidates for the Senator positions that include Senior, Junior and Sophomore Senators will take office and are responsible for positional duties starting September 1st, 2016.

6. Candidates for the First-Year/Graduate Senators will take office and are responsible for positional duties that will be determined during Fall elections.

7. The Elections Committee and advisor(s) will verify these requirements as outlined in the Candidate Application Process section below.

Write-In Candidates

1. Any campaigning on behalf of a write-in candidate will be subject to the rules set forth in these Policies and Procedures.

2. Write-in candidates will not be included by name on the ballot but a blank field will be provided on the ballot for students to fill in candidates of their choice.

3. If such a candidate receives enough votes to be elected, their eligibility, in accordance with the requirements of office set forth in these procedures, the Constitution, and Bylaws, shall be determined by the Elections Committee. Elected write-in candidates will be required to complete the election application prior to taking office.

4. Write-in candidates shall not be included in any Elections Committee publications, including the ASUWB Voter’s Guide.

5. Write-in candidates will be allowed to participate in Elections Committee sponsored events such as the forum, fair, or debate by contacting the Elections Committee. Sufficient notice of one week must be given to make accommodations.

Candidate Application Process

1. The Candidate Application will be made available at https://orgsync.com/36579/forms/190978.

2. Candidates seeking to be on the ballot for office will need to complete an ASUWB Elections Application, created by the Elections Committee, which includes questions that will be used as platform statements in published materials by the Elections Committee. Candidates will also have the option to designate their campaign manager.

3. Candidates will be required to attend a mandatory Candidate Orientation Meeting on April 13th at 3:30 pm to be informed about policies, procedures, and relevant information by the Elections Committee and a chance to ask questions.
   a. Candidates may send a representative as a proxy to fulfill this requirement. A candidate must provide the Elections Committee notice of a proxy prior to the Candidate Orientation.
Campaigning

1. All campaigning must adhere to Federal, State, and Local laws as well as University policies and procedures, without exception.
2. Campaigning is only permitted from Monday, April 18th at 8:00 am and ends Thursday, May 5th at 5:00 pm.
3. Candidates may not plagiarize platforms, statements, or campaign themes and may not violate copyright infringement through campaigning activity. This applies to platform statements and campaigning on or off any other university campus. The Elections Committee will verify that all platform statements and ad campaigns are original to the candidate.
4. Any food distribution must follow the guidelines posted by UW Environmental Health and Safety Policy (see Appendix C).
5. Campaigning is not allowed within 30 feet of designated election booths while in operation.
   a. Designated election booth locations may include: Discovery Plaza and the Codex.
6. Absolutely NO classroom presentations for campaigning. This means there will be no presentations in the classroom promoting your campaign at any time, including but not limited to announcements and handouts.
7. Campaign efforts may NOT block any building entryway or disrupt the flow of traffic.
8. Candidates are not allowed to knock on residential doors to campaign for their position.
9. Exceptions to campaigning guidelines set forth by the Elections Committee include personal campaign apparel (T-shirts, buttons, etc.). This will not be considered campaigning unless they are actively engaging in the promotion of ticket, candidate, or measure.
10. Campaign efforts may not be disruptive to university business.
    a. This includes, but is not limited to:
       i. Inappropriate volume levels of music or voice projectors
       ii. Inappropriate and/or explicit music
11. There is no campaigning of any kind within the library.
12. The University’s Guidelines for the use of UW Computing and Networking Resources (see Appendix D) must be strictly adhered to by all candidates for ASUWB office and those campaigning on their behalf.
13. Do not begin campaigning in any way before Monday, April 18th at 8:00 am.
    a. Candidates may begin organizing their campaign efforts prior to the campaigning date. Organizational efforts are defined as:
       i. Choosing campaign managers
       ii. Setting campaign strategies
       iii. Printing and creating campaign materials (in accordance with number 3 above)

Election Dates and Voting Location

1. Voting will take place over five consecutive days in order to allow all students a chance to vote. Voting will be conducted beginning at 8:00 am on Monday, May 2nd and concluding at 5:00 pm on Thursday, May 5th. Students will have an opportunity to vote via online Catalyst survey during this time period. Students may only vote once.
2. Clearly marked voting booths will be set up on campus. The Elections Committee will designate predetermined locations where it will solicit voters with laptops and iPads. No campaigning is allowed within 30 feet of these voting areas at any time.
   a. Designated election booth locations may include: Discovery Plaza and the Codex.
3. Ballots will be tallied automatically by the online voting program and certified by the Elections Committee by Friday, May 13th by 8:00 am.

Campaign Violations

1. Complaint Forms are due by 5:00 pm on Friday, May 6th and can be submitted via online form on Orgsync.
2. When the Elections Committee is notified of a complaint, Elections Committee will then notify the candidate by email and will be posted on the Elections Committee bulletin board.
3. Anyone who submits an allegation is responsible for providing proof of a violation. The Elections Committee will not investigate further without proof. The Elections Committee will hold a hearing with the alleged violator with all parties involved.
4. The Elections Committee will then make a decision about the consequence or remedy of the violation, and the decision is at the sole discretion of the Elections Committee.
5. The consequence or remedy will be chosen in consideration of the nature and impact of the violation.
6. Elections Committee will then email candidate with their decision. If candidate wishes to appeal the decision they will have 2 days to submit a request to the Elections Committee.

Additional Candidate Information and Rules
1. Each candidate is allowed to use $300 for their campaign budget. A candidate’s funds may only be used to promote themselves or their ticket as a whole.
2. Candidates must keep receipts for all campaign expenditures and turn in a physical or digital copy of the ASUWUB Financial Statement Form (see Appendix I), which includes physical or digital copies of: original, itemized receipts to the ARC Front Desk on the first floor of the Activities and Recreation Center, via email to the Elections Committee Chair, or by OrgSync form submission, no later than 5:00 pm on Friday, May 6th.
   a. You are allowed to use materials that you already possess, but they will be counted at fair market value and that cost will count toward your budget.
   b. You may not use any of the materials or equipment provided by the university, including those in Student Affairs and the IT Department.
   c. Donated goods or services, either of money or materials, will also be counted as an expense at fair market value and towards your budget.
   d. Use of free social media, websites, and making videos is allowed and will not count toward your budget, but, again, you may not use university supplies.
3. Do not exceed your poster & flyer limit, see Posting Guidelines section.
4. Candidates are not allowed to use any university or state resources for their campaign, including but not limited to Student Engagement and Activities resources.

Posting Guidelines
1. Candidates must abide by all University Posting Policy Guidelines (see Appendix E).
2. Candidates are allowed thirty-four (34) 8 ½” by 11” flyers and one (1) banner, up to 6 feet in length.
3. Candidates may turn in one (1) 8 ½” by 11” flyer to Husky Village.
4. Candidates must have flyers, posters and banners approved and stickered by the Elections Committee before posting.
5. Candidates may not post any campaign material in the library.
6. One (1) posters (11” by 17” or larger) or two (2) flyers (8 ½” by 11”) per building floor.
7. Post the flyers by using pushpins on designated bulletin boards or to concrete surface with blue painter’s tape.
8. Candidates must provide their own blue painter’s tape.
   a. Blue tape must be on the back and not visible from the front
   b. Do not post on any painted surface
9. Do not cover others’ posted information.
10. Candidates must monitor and remove all campaign materials by Monday, May 9th at 9:00 am.
11. Materials and campaigning shall comply with University of Washington Code of Conduct (see appendix F) and not violate plagiarism or copyright infringement (see Definitions section).
12. Candidates seeking to advertise in the residence halls must comply with the Advertising/Posting Policy for UWB Student Housing (see Appendix G).
13. Publicity that does not meet the criteria above or interferes with campus safety will be removed.
14. Bulletin Boards:
   a. Departmental bulletin boards, typically located outside administrative or academic department offices, are maintained by the respective departments. Posting is restricted.
   b. Non-departmental bulletin boards are available in the UW1 and UW2 buildings. Each bulletin board has a specific purpose. Only flyers related to the purpose of the bulletin board are allowed.
Meet the Elections Committee:
We are here to support you. Please do not hesitate to ask if you have any questions!
E-mail: asuwbec@uw.edu

Vacant
Committee Chair

Charity Akhidenor
Terence Ho
Josh Holler
Yen Ngyuen
Committee Members

Sam Al-Khoury
Elections Committee Advisor
sea2@uw.edu
ARC-140

Samantha Penjaraenwatana
Elections Committee Advisor
sjpen21@uw.edu
ARC-140

If you have any questions or concerns regarding the guidelines or the elections process, please contact a Committee member, either through email or in person.
Appendix Index

*These appendices may not fully reflect the documents, websites or policies. See provided web links for full and accurate information.

Appendix A: **ASUWB Constitution**

Appendix B: **ASUWB Bylaws**

Appendix C: **UW Environmental Health and Safety Policy**

Appendix D: **University Guidelines for the use of UW Computing and Networking Resources**

Appendix E: **University Posting Policy**

Appendix F: **Student Code of Conduct WAC (Washington Administrative Code)**

Appendix G: **Advertising/Posting Policy for UWB Student Housing**

Appendix H: **Posting Policy for the Activities & Recreation Center (ARC)**

Appendix I: **2016-2017 ASUWB Elections Candidate Financial Statement Form**
Appendix A: **ASUWB Constitution**


*These appendices may not fully reflect the documents, websites or policies. See provided web links for full and accurate information.*

Section 5: **Elections**

A. All Executive Council members shall be elected by the ASUWB.

B. Each ASUWB member may cast one vote for one candidate for each position in each Executive Council election.

C. Election procedures shall be conducted as established in ASUWB Bylaws and University Rules or policies. All ballots shall be anonymous, and all election procedures must be fair and unbiased.

D. The elections for all Executive Council positions shall take place during spring quarter, and shall take place for at least two consecutive school days. In the event that an additional election is required to fill Executive Council positions, it must be held no later than the ninth week of spring quarter.
Appendix B: ASUWB Bylaws
*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.

<table>
<thead>
<tr>
<th>ARTICLE I. NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I Name of the Student Government</td>
</tr>
<tr>
<td>(a) The name of the corporation under these Bylaws shall be “The Associated Students of the University of Washington Bothell.”</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ARTICLE II. MEMBERSHIP</th>
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<tbody>
<tr>
<td>Section I ASUWB Membership Requirements</td>
</tr>
<tr>
<td>(a) All students currently primarily enrolled at the University of Washington Bothell and paying student fees shall be members of the Associated Students of the University of Washington Bothell (ASUWB).</td>
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<table>
<thead>
<tr>
<th>ARTICLE III. STRUCTURE OF GOVERNMENT</th>
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<tbody>
<tr>
<td>Section I Composition of the ASUWB Student Government</td>
</tr>
<tr>
<td>(a) The ASUWB Student Government shall consist of:</td>
</tr>
<tr>
<td>(i) ASUWB Senators who will be voting members;</td>
</tr>
<tr>
<td>(ii) ASUWB Executive Board, composed of elected Directors and Vice President, who will be voting members;</td>
</tr>
<tr>
<td>(iii) Any ASUWB sanctioned Committee(s) or Council(s);</td>
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<tr>
<td>(iv) A Student Assistant as an ex-officio member; and</td>
</tr>
<tr>
<td>(v) The ASUWB Staff Advisor(s) who shall serve as ex-officio member(s).</td>
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</tbody>
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<thead>
<tr>
<th>Section II Executive Board Structure</th>
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<tbody>
<tr>
<td>(a) 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.</td>
</tr>
<tr>
<td>(i) All of the Director positions shall be elected with the exception of the Director of Government Relations who will be hired and appointed by a 2/3rd majority of the ASUWB team concurrently with the Spring Elections. The hiring committee will be convened and chaired by the sitting Director of Government Relations. No candidate will be considered if they are also running for a position in the spring election.</td>
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<tr>
<th>Section III Senate Structure</th>
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<tr>
<td>(a) Each undergraduate class (First year, Sophomore, Junior, and Senior) will be allotted two (2) senate positions and the graduate class will be allotted one (1) senate position, totaling nine (9) positions. 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 at the next general election for Senators without review from the greater membership of ASUWB.</td>
</tr>
<tr>
<td>(b) Senators elected during the Spring quarter General Election shall begin their term of office on September 1st of the same year and serve until June 30th.</td>
</tr>
</tbody>
</table>
ARTICLE IV. STANDARDS FOR SEEKING AND HOLDING OFFICE

Section I. Standards

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

(b) No members of ASUWB shall be a candidate for more than one (1) office in any one (1) election.

(c) All elected, hired, or appointed members of the ASUWB Student Government shall;
   (i) Enroll in no fewer than five (5) academic credits at the University of Washington Bothell in accordance with the University of Washington Student Employment Eligibility Standards at the time of election or appointment;
   (ii) At time of election, appointment, or hire and throughout term of office, 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 or quarterly, whichever is higher. (At the time of election, only the candidate’s cumulative GPA will be assessed.) If an ASUWB member’s GPA drops below 2.5, the student must meet with an ASUWB 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 occupy more than one (1) ASUWB Student Government position;
   (vi) Attend all regular ASUWB Student Government meetings during the Fall, Winter, and Spring Quarters (refer to Article IV, Section II regarding absences); and
   (vii) Maintain these standards throughout the elected or appointed officer’s term.

(d) Failure to meet or maintain these standards will disqualify those running for office or subject elected or appointed officers to removal from office.

Section II. Absences

(a) An absence is defined as missing an ASUWB Student Government meeting or tardiness of more than 15 minutes from the Call to Order, or otherwise departing early from an ASUWB Student Government meeting without the advance approval of the President.

(b) ASUWB Student Government 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.
(i) The Director or Public Relations shall report absences at the beginning of the meetings minutes, which shall be publicized to the student body after each ASUWB Student Government meeting.

(ii) The President shall work with the ASUWB Advisors on excused and unexcused absences of the President.

ARTICLE V. DUTIES

Section I Legislative Duty of the ASUWB Student Government
(a) The ASUWB Student Government 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 ASUWB Student Government, 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 ASUWB Student Government or three weeks after its final passage, whichever is earlier.

(b) The ASUWB Student Government shall perform all other duties as prescribed by the Constitution and Bylaws.

Section II Senator Duties
It shall be the duty of each ASUWB Senator to:
(a) Attend ASUWB Student Government meetings and trainings;
(b) Attend quarterly meetings with an ASUWB Advisor;
(c) Make regular reports of Senate business available to their constituents;
(d) Work with other members of the ASUWB Student Government to execute all ASUWB events;
(e) Vote on legislation and action items that come up at ASUWB Student Government meetings;
(f) Maintain at least six (6) hours per work week while ensuring that all work is completed;
(g) Schedule and hold two (2) hour of publicly posted office hour per week during each of the Fall, Winter, and Spring quarters; exceptions are allowed:
   (i) During finals week; and
   (ii) In exceptional cases, when granted by the ASUWB Student Government.
(h) Develop and implement surveying methods to get constituents involved, informed, and provide information for ASUWB representation on or off campus; and
(i) Communicate weekly, outside of ASUWB Student Government meetings with Senator pairs regarding student outreach strategies and projects.

Section III Executive Board Duties
It shall be the duty of all ASUWB Executive Board Members to:

(a) Attend ASUWB Student Government meetings and trainings;
(b) Attend all Tri-Campus Meetings with UW Seattle and UW Tacoma;
(c) Vote on legislation and action items that come up at ASUWB Student Government meetings;
(d) Attend weekly and quarterly meetings with an ASUWB Advisor;
(e) Work with the Senators and be responsible for the administration of all legislation.
(f) Administrative duties shall be vested in the executive members and ASUWB staff advisors.
(g) Represent and advocate for the needs of the entire University of Washington Bothell student body;
(h) Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of other ASUWB Student Government members;
(i) Maintain nineteen and a half (19.5) hours of work per week while ensuring that all work is completed;
(j) Submit written reports to the Director of Public Relations within the first two (2) weeks of the following quarter;
(k) Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus, while serving on the ASUWB Executive Board; and
(l) Uphold and honor the ASUWB Mission Statement while serving on the ASUWB Executive Board.

Section IV President

In addition to Article V, Section 1 of these Bylaws, it shall be the duty of the President to:

(a) Serve as the primary spokesperson for the ASUWB, including giving speeches at all events (e.g. student convocation, commencement, and other ceremonies);
(b) Preside over all ASUWB Student Government meetings in accordance with the standards established by Article VII of these Bylaws;
(c) Assign projects and delegate tasks to members of the ASUWB Student Government with respect to the Section under Article V of these Bylaws corresponding to each position within the ASUWB Student Government;
(d) Monitor and supervise all tasks and project being managed by members of the Executive Board;
(e) Facilitate the success and assist in the execution of all team projects and events whether on or off campus;
(f) Establish and distribute meeting agendas in accordance with the existing regulations of these Bylaws and the Open Public Meetings Act (RCW Chapter 42.30) allowing reasonable time for the Director of Public Relations to post to students;
(g) Attend all monthly meetings of the Board of Regents and report back to
the ASUWB Executive Board;
(h) Serve on committees and organizations of administration, faculty, and
staff when requested by those groups, or otherwise appoint a designee
from the ASUWB Student Government to serve;
(i) Manage and serve as the primary contact for the ASUWB Student
Assistant;
(j) Meet:
   (i) At least monthly with the Chancellor of UW Bothell;
   (ii) Weekly with the advisor(s) of the ASUWB Student Government;
(k) Attend meetings in place of the Vice President if the Vice President is
unable to;
(l) Work with the Vice President on interpretation of these Bylaws;
(m) Attend all Tri-Campus meetings with UW Seattle and UW Tacoma;
   and
(n) Schedule and hold ten (10) hours of publicly posted office hours per week
during each of the Fall, Winter, and Spring quarters; exceptions are
allowed:
   (i) During finals week; and
   (ii) In exceptional cases, when granted by the ASUWB Student
       Government.

Section V  Vice President
In addition to Article V, Section I of these Bylaws, it shall be the duty of
the Vice President to:
(a) Fulfill the duties of the ASUWB President in the event of absence,
    resignation, or forfeiture of the President from office;
(b) 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 any civic engagement
    with the City of Bothell;
(c) Serve as the liaison between the students and the faculty and staff at UW
    Bothell (e.g. attending all General Faculty Organization and General Staff
    Organization meetings, and building a relationship between students,
    faculty, and staff);
(d) Facilitate the success and assist in the execution of all team projects and
    events whether on or off campus;
(e) Serve on committees on and off campus as appointed or requested by the
    President;
(f) Work with other members of the ASUWB Student Government to develop
    ASUWB initiatives, goals, and projects; and
(g) Schedule and hold ten (10) hours of publicly posted office hours per week
during each of the Fall, Winter, and Spring quarters; exceptions are
allowed:
   (i) During finals week; and
Section VI  

**Director of Business Operations**  
In addition to Article V, Section I of these Bylaws, it shall be the duty of the Director of Business Operations to:  

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

(b) Meet:  

(i) Weekly with the Student Life Fiscal Specialist or budget assistant to update and manage the ASUWB Budget;  

(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.  

(c) 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 rest of the ASUW Student Government;  

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

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

(f) Manage all paperwork, forms, and correspondence with the Student Life Fiscal Specialist or Budget Assistant;  

(g) Maintain the ASUWB Supply Table Program with the ASUWB Student Government;  

(h) Organize and maintain the ASUWB SAEF Awards; and  

(i) Schedule and hold five (5) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are allowed:  

(ii) During finals week; and  

(ii) In exceptional cases, when granted by the ASUWB Student Government.  

Section VII  

**Director of Government Relations**  
In addition to Article V, Section I of these Bylaws, it shall be the duty of the Director of Government Relations to:  

(a) Serve as legislative liaison working with (but not limited to) the UW Bothell Government and Community Relations staff, Washington Student Association (WSA), Cascadia Student Government (CSG), Graduate Professional Student Senate (GPSS), University of Washington Seattle and Tacoma Student Governments, and others;
(b) Serve as a member of the WSA Board, which may include sitting as an executive board member, attending WSA General Assembly Meetings, WSA Board Meetings, and spending time in Olympia during Legislative sessions;

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

(d) Meet:
   (i) At least monthly with the UW Bothell Assistant Vice Chancellor of Government and Community Relations
   (ii) Quarterly with the University of Washington Office of Federal Relations

(e) 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, and others);

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

(g) Schedule and hold five (5) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are allowed:
   (i) During finals week; and
   (ii) In exceptional cases, when granted by the ASUW Student Government.

Section VIII  Director of Student Advocacy

In addition to Article V, Section 1 of these Bylaws, it shall be the duty of the Director of Student Advocacy to:

(a) Organize and facilitate regular ASUW campus outreach events regarding student issues and concerns (e.g. Husky Huddles, surveys, and other efforts);

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

(c) Serve as a liaison between ASUW Student Government and other leaders and organizations on campus;

(d) Work with the ASUW Vice President to assist with the development of the Senators’ initiatives, goals, and projects;

(e) Work with the ASUW Student Government to execute all ASUW events;

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

(g) Schedule and hold five (5) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are allowed:
   (i) During finals week; and
   (ii) In exceptional cases, when granted by the ASUW Student Government.
Section IX  Director of Public Relations

In addition to Article V, Section I of these Bylaws, it shall be the duty of the Director of Public Relations to:

(a) Publicize important information (e.g. suggestions, proposals, objectives, events, updates, and the ASUWB mission, 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 ASUWB webpage, email, social media, and any other form of communication;

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

(iii) Recording ASUWB Student Government meeting minutes and posting them to the ASUWB website.

(b) Organize the ASUWB Distinguished Faculty and Staff Awards and maintaining the Student of the Month Award;

(c) Coordinate and publish Executive Board Reports and Senator Reports at least quarterly;

(d) Manage and serve as the primary contact for the Holly the Husky Program;

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

(f) Work with other members of the ASUWB Student Government to develop ASUWB initiatives, goals, and projects; and

(g) Schedule and hold five (5) hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are allowed:

(i) During finals week; and

(ii) In exceptional cases, when granted by the ASUWB Student Government.
ARTICLE IX. ASUWB ELECTIONS COMMITTEE

Section I Purpose
(a) The ASUWB Elections Committee is responsible for managing the elections process for all elections of the ASUWB Student Government and:
(i) Is empowered by the ASUWB Student Government to adequately, fairly, and transparently run elections that include a broad portion of the student body through extensive advertisement and publication; and
(ii) Shall convene regular meetings no later than Winter quarter for the annual elections process.
(b) Members of the current Elections Committee may be involved with an application process if the ASUWB Student Government votes to open an application for a vacant position instead of holding an election or special election.

Section II Guidelines
(a) Guidelines are set by The Elections Committee in Fall quarter and followed through any elections process until new guidelines are adopted.
(b) At minimum, the Elections Committee must establish policies and procedures regarding:
(i) Promotion of an election schedule, all available positions, and application procedures;
Section III Committee Structure

(a) The Elections Committee shall consist of:
   (i) No fewer than five (5) currently enrolled University of Washington Bothell students who are not seeking election in that election cycle;
   (ii) One (1) professional staff or faculty advisor who will serve as a nonvoting member of the committee and who shall be appointed by the ASUWB Student Government;
   (iii) One (1) Chair; and
   (iv) One (1) Vice Chair, if necessary.

(b) The first order of business for the committee shall be to appoint one (1) voting member to serve as the ASUWB Elections Committee Chair.
   (i) The committee is responsible for developing and implementing elections policies and procedures.

(c) The ASUWB Student Government shall:
   (i) Designate at least one (1) representative who is not seeking reelection to sit on the ASUWB Elections Committee only as nonvoting ex-officio member(s);
   (ii) Broadly publicize the opportunity to sit as a member of the Elections Committee to the student body; and
   (iii) Appoint student to the committee pursuant to Article VIII of these Bylaws regarding appointments.

Section IV Elections Process

(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 established by the Elections Committee. This deadline may be changed because of extenuating circumstances upon a simple majority vote of the ASUWB Executive Body.

(b) Any member of the Associated Students of the University of Washington Bothell shall be eligible for any election or administrative appointment contingent upon the requirements of that office.

(c) Candidates must abide by all state and federal laws, and University policies including posting guidelines and computer use regulations.

(d) All candidates must attend a mandatory meeting prior to the beginning of the campaigning period.

(e) The committee shall designate no fewer than ten (10) class days during which candidates may campaign.
   (i) Voting must be open for no fewer than three (3) school days.

(i) The Chair of The Elections Committee shall inform the candidates and general campus community of the results of elections within five (5) class days following the certification of the results

(f) A special election may occur only in the case of electing a new officer after a resignation and will occur in the Fall quarter for First Year and Graduate Senators.
Appendix C: UW Environmental Health and Safety Policy
Found online at: http://www.ehs.washington.edu/ohs/foodsafety.shtm
*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.

Permanent Food Service Establishments

All plans for new and remodeled food service establishments, including espresso carts, must be submitted and reviewed for approval by EH&S. This also applies to leased facilities, and menu and equipment alterations.

If planning to remodel or construct a new food establishment you must complete and submit two separate applications. First the Food Establishment Construction and Remodel Application (pdf), then following approval, you must apply for the Food Establishment Permit (pdf).

The later application confirms the facility has met Washington State Department of Health and University food safety standards. Prior to operating, the facility must conspicuously display the Food Establishment Permit to Operate.

For any questions or concerns about this process please call the university public health advisor at 206-543-7299 or 206-516-1023.
Food Service Criteria

All food served to the public at the university must meet the following criteria:

- Food must be obtained from and processed at approved sources. Restaurants and food stores qualify, but home kitchens do not.
- Food must be prepared by persons with valid health cards.
- Food must be processed, transported, stored and served protected from contamination and temperature abuse which allows microbial growth.
- Bare hands must not touch food which has been cooked or will not be cooked.

Each preparation area must provide the following:

- Hand-washing facility: encourage staff to wash hands frequently.
- Sanitizer solution for wiping cloths consisting of 1 teaspoon of bleach per gallon of cool water, or approved equivalent.
- Food thermometer. A digital thermometer or thermocouple is preferred over a dial thermometer. Monitor temperatures frequently.
- Leak-proof garbage containers.
- Restrooms for food workers. Restrooms must have hand sinks with hot and cold running water. Hepatitis A, stomach flu and other illnesses can be spread by food workers who do not wash their hands after using the toilet. Encourage staff to wash hands before returning to food processing.
- Wastewater must be disposed of into a sanitary sewer, e.g., toilet or utility sink. Disposal of wastewater into storm drains or on the ground is unacceptable.
- Food processors must wear caps or other hair restraints and use gloves or utensils to touch food.

Transporting and serving food:

- Food must be prepared in a restaurant in compliance with Public Health Seattle-King County regulations.
- Hot food must be transported and held at or above 140°F. Cold food must be held below 42°F.
  - Note: If food is transported from a restaurant or commissary, hot food should be 180°F or higher and cold food should be 40°F or below before it leaves the restaurant.
- Fill the cambros with HOT water 1 hour before putting food in them.
  - Note: Carriers are more effective if food is tightly packed. Loosely packed items with little volume will not stay hot.
  - Note: Cambros are only useful for maintaining temperature. Do not expect them to raise food temperature if its temperature has dropped. Please make sure your food is above 140°F when it arrives.
- Electric food warmers used for serving must be turned on at least 30 minutes before use. All food warmers work best if hot water is used.
- Food must be protected from contamination during processing, transit and while on the counter for display.
Temporary Food Service Events

Online Applications for Temporary Food Service Permit are required for the following:

1. Group events with food provided by a non-University caterer or supplier
2. Any food sold or given away to the public or general campus community (one form needed for EACH caterer / supplier)
3. ASUW clubs preparing food (must be done in an approved facility by permitted food handlers)

Submit completed application(s) to EH&S two or more weeks before an event. They may be:

- Mailed to Box 354400, Seattle WA 98195-4400, Attn: Temp. Food Event
- Faxed to 206-616-3360

You must also submit the Additional Booth Requirements (pdf) form if the food is prepared or served in a booth. Please read the Food Service Criteria, and ensure you and/or your caterer adhere to the University’s food service standards. Due to fire code requirements and food safety issues, please check out Barbecue Focus Sheet (pdf) if you are planning a barbecue.

Call 206-543-7209 or email phdept@uw.edu if you are uncertain how much information to provide or which forms to submit.

Foodborne Illness

If you think you may have acquired a foodborne illness from eating food in a university food service, report it to the University Sanitarian at 206-543-7209. Because of the need for haste, we ask you to phone; a telephone interview will be conducted to discuss the circumstances of your situation.

Foreign Object

If you find an object or substance in your food which should not be there, save the foreign substance and give it to the food service’s manager. Also, complete the top portion of a Foreign Object Report (pdf). EH&S will then investigate the object or substance for identity and origin. You may also call the University Sanitarian at 206-543-7209 to report the problem. If the object or substance injured you, ask the manager for an Incident/Accident/Injury Form (pdf) as well. Send the completed form to EH&S at University Sanitarian, Box 354400, Seattle WA 98195-4400; or fax to University Sanitarian at 206-616-3360.

For food quality complaints, contact the food service manager and/or complete a feedback form found in the major food services.
Appendix D: University Guidelines for the use of UW Computing and Networking Resources
Found online at: http://www.washington.edu/itconnect/work/appropriate-use/
*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.

Appropriate Use

INTENT: This page is intended to be a relatively simple collection of information about a fairly complex set of Federal and State laws, and State and University policies and guidelines that govern the use of university information resources and computing technology. It is by no means comprehensive, authoritative, nor totally accurate for all instances - to make it so would be to make it as complex as all the underlying laws, policies and guidelines. Therefore, you should use this document as a general guide, and understand that if there are inconsistencies between this and the underlying rules, the rules govern. If you have any questions, please refer to the underlying information and the appropriate UW official (see the More Information section below).

Messages to Faculty and Staff From the UW Administration

- Use of Public Resources for Campaigning

Use of Public Resources for Campaigning

September 10, 2010

This message was sent to all Faculty and Staff with approval from the Office of the President.

The political season is here, and this is a reminder that University of Washington employees may not use University facilities, phones, computers, or computer systems (such as email and the internet) for campaign purposes.

Under the state ethics law, it is illegal to use state resources to support or oppose ballot propositions (such as initiatives and referendums) or to assist or oppose a candidate for election. Historically, the Washington State Ethics Board has taken the rules against campaigning very seriously and has brought enforcement actions against individual employees.

The University’s policy is set forth in the UW Administrative Policy Statement on Personal Use of University Facilities, Computers, and Equipment by University Employees

Further information can be found at the Washington State Ethics Board's website.

Also for your information, a memorandum on Use of Public Funds/Facilities on Election Campaigns is available from Washington State Attorney General's Office.

If you have any questions or concerns, please contact pres@u.washington.edu

Last modified: May 19, 2014

1. Know the Rules

Be knowledgeable about laws and policies

Your use of University of Washington computing and networking resources is governed by:

- Extensive federal and state law and policy
- Internet acceptable use practices
- UW policy or contractual commitments
• UW Technology policy

All UW policies regarding the appropriate use of University resources, responsibility for University institutional data, and personal conduct apply to your use of UW computing and networking resources. In addition, your use of UW resources must comply with the restrictions and acceptable practices established specifically for these resources and these data. Faculty and staff use of these systems is subject to Washington State law for employees of state agencies. See the More Information section below, which lists applicable laws, policies and UW resources to help you understand the University's and your obligations.

You should be aware that law and policy relating to the use of state resources specifically prohibit faculty and staff from:

• Using UW computers, networks, or other computing services for personal gain. For example, it would be improper to use your account to promote your outside business, to display commercial advertising, or to perform work for profit in a manner not authorized by the University.

• Using UW resources for partisan political purposes, such as using email to circulate advertising for political candidates or to help defeat a ballot measure.

Evidence of illegal activities or policy violations will be turned over to the appropriate authorities as soon as possible after detection. Depending upon their nature, violations of law or policy will be met with responses including revocation of access, suspension of accounts, disciplinary actions, and prosecution.

Protecting the UW's infrastructure

As the computing and networking infrastructure of the UW underlies many crucial activities for the entire University community, including hospitals and clinics, the UW must protect and sustain the operation of those facilities.

As such, the UW will take all legally allowed steps it deems appropriate to remedy or prevent activities that, in the UW’s judgment, endanger the orderly operation of UW networks or systems, and/or that threaten the UW’s network connections to the Internet and/or other institutions or networks.

With respect to web site names or URLs defined by individuals using UW-provided services, the University may require site or page owners to change a site name if it conflicts with precedent or policy. For example, picking a site name that equates to someone else's UW NetID poses a policy conflict. The University reserves the right to deactivate a Web page at any time and without notice for violations of policy or for security reasons.

UW Residence Halls

Computing and networking services in UW residence halls are provided to support student academic activity. If you are living in UW residence halls, please take the time to familiarize yourself with the rules for using those services.

2. Protect Your Data and UW Data

Protect your passwords

Choose your passwords carefully, change them regularly, and protect them from abuse.

Your UW NetID gives you access to many UW services. You are responsible for any use of your UW NetID. You may not share your personal UW NetID password.

Know your responsibilities

In the course of using UW services you may store and/or transmit data that come from institutional sources. Some data are more sensitive than others. You are responsible for knowing the applicable data security standards and policies, appropriate places to store the data, and controlling who can access the data.
Employees of the University are responsible for protecting institutional data, such as student records, protected health information, and personally identifiable information. Where and how confidential and restricted data is stored matters; for example, if confidential data is stored on a portable device it must be suitably protected. UW has contractual relationships with certain "sanctioned" external service providers to help mitigate institutional risk related to data stored in those off-campus services. If you are unsure if a particular type of information is appropriate for use with a particular service or device, contact the relevant UW Data Trustee or Data Custodian.

Monitoring and privacy
The UW is committed to safeguarding the privacy of personally identifiable information, including personal financial information, educational records, and health records. For employees, be aware that all email and other electronic information pertaining to UW business is "owned" by the university, regardless of where it is kept, and is subject to disclosure as described below in the Records Management and Release of Information section. The UW may monitor user activities and access any files or information in the course of performing normal system and network maintenance while investigating policy or violations.

Records management and release of information
Except as noted by an agreement, a law, or a University policy (such as copyright policy), the UW owns all data and records, and all associated copyrights created by UW employees within the course of employment. All information (including email) relating to University business should be maintained in accordance with records management policy and procedures. This applies to email and other electronic records, regardless of where the records are stored, including on personally-owned computers, "cloud" or externally provided services, personal email services and/or other non-UW computers.

Electronic Discovery and Public Records Release
Employee (faculty and staff) email correspondence, as well as other records, are covered by UW Guidelines for the Release of University Records. Contact the Office of Public Records and Open Public Meetings for more information about public records and meetings; and the Attorney General's Office about electronic discovery. For a summary of important points about handling public records, see Public Records Act: Points to Remember.

Email use
Email services at the UW are provided to support you in your work and education, as well as to support communication from the UW administration. Your use of email services at the UW should respect others and must not interfere with the operation of UW computers and networks.

UW administrative email messages will be sent to faculty, staff, students, and affiliates of the UW at their official UW email address. Email sent to large groups of UW NetID holders (i.e. bulk email) requires the approval of a dean or vice president.

Some departments have additional email use restrictions, for example UW Medicine workforce members are prohibited from forwarding their UW Email accounts, except to a UW Medicine approved email system. If you are unsure, please check with your department or organizational unit.

External Email and Cloud Service Providers: Email is inherently insecure. Sending confidential or restricted information (such as protected health information or export-controlled information) by email is unsafe, especially if you forward UW email off-campus to a non-sanctioned external email service provider. External email service providers typically do not provide legal protection or accountability for official UW records and information and do not comply with federal, state and UW regulations. However, the University has contracted with specific external providers to sanction their use for certain official UW records, making them acceptable for most - but not all - students and faculty and staff. UW employees should not forward their UW email to a non-UW email address, unless the destination system is specifically approved by the appropriate UW authority, since
doing so may put you and the UW at risk of violating regulations such as FERPA, HIPAA (other regulations are listed in More Information).

**HIPAA and UW Medicine Users:** UW Medicine workforce members and students have additional requirements for email and cloud computing usage. See Being Secure in the Cloud for specifics.

If you are unsure about the policies in your area, please check with your department or organizational unit.

**Export-controlled and Classified Data:** If you handle export-controlled or classified data, you are prohibited from forwarding this data, unless from a sanctioned email system to a known end-user with a secure system. Export-controlled data and classified data may not be placed on an external commercial server, such as with "cloud service" providers. Contact the Office of Sponsored Projects with any questions.

3. Respecting Copyrights

**Copyright laws apply to you**

You may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless you have the legal right to do so. More information about copyright is available on the UW Copyright Connection site.

Educational institutions are not exempt from the laws covering copyrights. Most software, images, music, and files available for use on computers at the UW are protected by federal copyright laws. In addition, software, images, music, and files normally are protected by a license agreement between the purchaser and the software seller. It is UW policy to respect federal copyright and license protections.

- Software and information resources provided through the University for use by students, faculty, and staff may be used on computing equipment only as specified in the various software licenses. It is against University policy for you to copy or reproduce any licensed software on University computing equipment, except as expressly permitted by the software license.
- It is a serious violation of UW policy to make or use unauthorized copies of software on University-owned computers or on personal computers housed in University facilities.

Unauthorized use of software, images, music, or files is regarded as a serious matter and any such use is without the consent of the UW. If abuse of computer software, images, music, or files occurs, those responsible for such abuse will be held accountable.

**More about copyrights**

- UW DMCA (Digital Millennium Copyright Act) Information
- Unauthorized Distribution of Copyrighted Material on the UW network
- Allegations of copyright infringement can be sent to uwdmca@u.washington.edu
Appendix E: **University Posting Policy**

*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.*

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**UNIVERSITY OF WASHINGTON BOTHELL**

**POLICIES AND PROCEDURES MANUAL**

- Overview
- Policy
- Guidelines
- Posting Areas
- Additional Information

**Use of Facilities for Publicity**

8.11
REV 03/2016

**Administration, Planning & Finance**

425.352.5381

**OVERVIEW**

Administration, Planning & Finance is responsible for issues related to the use of University of Washington Bothell (UW Bothell) facilities.

**POLICY**

UW Bothell is committed to a safe and well-maintained campus environment, and to the free expression of ideas. In order to balance both interests, a policy on the use of facilities for publicity and communication is appropriate. The posting, distributing, or disseminating of materials (e.g. flyers, posters, table tents, banners, handbills) that advertise, publicize, or otherwise provide notice of classes, activities, events, or information consistent with and supportive of the teaching, research, and public service mission of the university are subject to the guidelines and posting areas below.

**GUIDELINES**

1. Materials shall indicate the name and contact telephone number of the department, individual or organization.
2. Materials shall comply with University of Washington conduct codes.
3. All printed materials written in a language other than English must be accompanied by an English translation.
4. Flyers and posters shall not exceed the size of the background to which they are affixed.
5. Two posters, four flyers, or four table tents are allowed per building floor.
6. Affix flyers to bulletin boards using push pins or to concrete columns using blue painter’s tape. The tape must be rolled on the back, and should not be visible from the front.
7. Flyer or poster authors shall monitor and remove materials when the information becomes outdated.
8. Publicity that does not meet the criteria above or interferes with campus safety will be removed.
POSTING AREAS

1. Bulletin Boards
   a. Departmental bulletin boards, typically located outside administrative or academic department offices, are maintained by the respective departments. Posting is restricted and permission must be obtained from the department.
   b. Non-departmental bulletin boards are available in the UW1 and UW2 buildings. Each bulletin board has a specific purpose. Only fliers related to the purpose of the bulletin board are allowed.

UW1 Lower Level:
North hall    University & General Information
South hall    Community & Commercial Notices (i.e. for rent, for sale, etc)
UW1 061       UWB Orientation & Transition Programs **restricted**
UW1 080       UWB Student Affairs **restricted**

UW1 1st Floor:
North hall    University Information
South hall/West wall    General Information
South hall/East wall    Transportation Center **restricted**

UW1 2nd Floor:
North hall    University Information
South hall    General Information
UW1 211       School of Nursing and Health Studies **restricted**
UW1 260       Faculty Offices (Under Construction)
UW1 271       Faculty Offices (Under Construction)

UW1 3rd Floor:
North hall    University Information
South hall    General Information
UW1 311       School of Educational Studies **restricted**
UW1 360       STEM Office of Research and Graduate Studies **restricted**
UW1 381       School of Business **restricted**
UW1 390       School of Interdisciplinary Arts and Sciences **restricted**

UW2 Lower Level:
Lobby Southeast wall    Transportation Center **restricted**
Lobby Southwest wall    University Information
North hall/East wall    General Information
Commons                  UWB Student Affairs
UW2 1st Floor:
East wall University & General Information

UW2 2nd Floor:
East wall University & General Information

UW2 3rd Floor:
Southwest wall UWB Education **restricted**
Northeast wall UWB Graduate Studies **restricted**

ARC Lower Level:
Front door elevator University Information

ARC 1st Floor:
Front door elevator University Information

ARC 2nd Floor:
Front door elevator University Information

*Please note that ARC may be changing/adding posting locations throughout Spring Quarter, 2016*

Husky Hall
Multipurpose room University Information
West vending machines University & General Information
Southwest wing University & General Information
Southeast wing University & General Information
East wing University Information

Discovery Hall 1st Floor
Main area north end University & General Information

Discovery Hall 2nd Floor
Northeast Restrooms University & General Information
Northeast elevators University & General Information
Northwest wall University & General Information

Discovery Hall 3rd Floor
Northeast wall University Information
Northwest Restrooms University & General Information

Discovery Hall 4th Floor
Northeast Restrooms University & General Information
Northwest wall University & General Information
2. Student Project Display Rails
   a. Student Project Display Rails are located in south hallways of UW1 and between the restrooms in Husky Hall. The primary purpose of these rails is for the display of student academic projects.
   b. Faculty may reserve the use of the display rails on the third floor through STEM Office of Research and Graduate Studies at 425-352-3470. Student project display is limited to 3 continuous weeks per class unless otherwise approved.
   c. University materials may be affixed to display rails when they are not in use for student projects.

3. Banners
   a) Large banners intended for high-profile locations including garages, the Commons and North Creek Events Center must be approved by UW Bothell prior to design, printing and installation.
   b) Start the approval process by completing a job request for approval of content, duration, location, and size of banner from the Office of Advancement & External Relations. Content approval will be based upon two primary considerations:
      ➢ Is the subject matter relevant to a campus-wide audience (e.g. commencement, welcome students, career week);
      ➢ Are UW and UW Bothell branding guidelines being adhered to;
   c) Following approval from the Office of Advancement & External Relations submit a job request to Facilities Services for banner installation and removal.
   d) All expenses associated with banner design production, installation and storage will be billed to the requesting department’s budget.
   e) Black-out periods may be implemented to accommodate campus-wide priorities such as commencement and career week.

Current blackout periods for south garage:
Career Fair - second or third week of fall quarter and the fourth week of spring quarter
Commencement - May 1 to June 15
Welcome New Students - September 19 to October 21

4. Handbill Distribution
   a. Solicitation or distribution of handbills, pamphlets and similar materials by anyone, whether a member of the university community or of the general public, is permitted on the campus promenade between the South Garage and UW1 building or in the UW2 Commons lobby.
b. No individual or group may leave flyers, announcements, or printed literature of any kind unattended on campus grounds or inside any campus buildings with the exception of designated literature racks for publications.

c. To ensure proper coordination and safety, requests by the general public or outside organizations to distribute handbills are coordinated by Facilities & Campus Operations at 425-352-3556.

5. Sandwich Board & Easels
   a. Sandwich boards and easels shall be used only to advertise or publicize University business, activities and events.
   b. Sandwich boards may be no larger than 4 feet by 3 feet.
   c. One sandwich board or easel is allowed in building lobbies. Two sandwich boards or easels per group/event are allowed on the campus promenade.
   d. Sandwich boards or easels are prohibited from blocking pedestrian walkways, from the center of the promenade, and from hallways, stairwells, elevators, and restrooms.
   e. Sandwich board or easel owners must monitor and remove boards when the information becomes outdated.
   f. Sandwich boards or easels that do not meet the criteria above or interfere with campus safety will be removed.

6. Restricted areas
   a. Posting is prohibited in classrooms, restrooms, elevators, and on or near permanent or fixed signage.
   b. Materials may not be placed on or against, attached to, or written on any structure or natural feature of the campus such as, but not limited to, doors, exterior facades of buildings, glass, painted surfaces, surfaces of walkways or roads, outdoor sign or lamp posts, waste receptacles, trees, landscape or stakes.

7. Exceptions
   a. Permanent or temporary exceptions to any of these guidelines may be addressed to the Vice Chancellor of Administration, Planning & Finance at uwb-adminplng@uw.edu.

ADDITIONAL INFORMATION
Posting requests for the UWB/CC Campus Library building (LB1 and LB2) should be directed to Library Administration at 425-352-5341 or the Circulation Desk at 425-352-5402.

Posting requests for the UWB/CC Library Annex building (LBA) should be directed to Career Services at 425-352-3706.

Posting requests for the Cascadia College building (CC) and North Garage should be directed to the CC Media, Public Information, Communication, and Marketing Office at 425-352-8491.

Administration, Planning and Finance
Phone: 425.352.5381
E-mail: uwb-adminplng@uw.edu
Appendix F: Student Code of Conduct WAC (Washington Administrative Code)
*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.

478-120-012
Preamble.

The University of Washington (university) is a public institution responsible for providing instruction in higher education, for advancing knowledge through scholarship and research, and for providing related services to the community. As a center of learning, the university also has the obligation to maintain conditions conducive to the freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. For these purposes, the university is governed by rules, regulations, procedures, policies, and standards of conduct, including this conduct code, that safeguard its functions and protect the rights and freedoms of all members of the university community.

[Statutory Authority: RCW 28B.20.130 and chapter 34.05 RCW. WSR 16-05-097, § 478-120-012, filed 2/17/16, effective 3/28/16.]

478-120-014
Definitions.

For the purposes of this conduct code, the following definitions apply:

(1) "Advisor" is a person selected by a respondent or a complainant to provide support and guidance in hearings under this conduct code.

(2) "Allegation of misconduct" is any report of an alleged violation of this conduct code, which may include, but is not limited to, a police report, an incident report, a witness statement, other documentation, or a verbal report or written statement from a complainant or a third party.

(3) "Attorney" is a person permitted to practice law in Washington state.

(4) "Complainant" is a student or another member of the university community who reports that a violation of this conduct code has been committed against him or her. In any case involving an allegation of sexual misconduct as defined in this conduct code, a complainant is afforded certain rights under this conduct code including, but not limited to:

   (a) The right to be informed of all orders issued in the disciplinary case in which he or she is a complainant;

   (b) The right to appeal to the faculty appeal board an initial order issued by a conduct officer;

   (c) The right to request presidential review of an initial order issued by the faculty appeal board; and

   (d) The right to be accompanied to all hearings by an advisor and/or an attorney.

(5) "Conduct officer" is a university official who has the authority to initiate disciplinary proceedings, conduct investigations and informal hearings, and issue initial orders under this conduct code.

(6) "FERPA" refers to the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g) and its implementing regulations (34 C.F.R. Part 99).

(7) "Initial order" refers to an initial written decision issued in a disciplinary matter by a conduct officer, a university disciplinary committee, or the faculty appeal board in accordance with the provisions of this conduct code.

(8) "Parties" means collectively the conduct officer and the respondent. In any case involving an allegation of sexual misconduct, any complainant may elect to participate as a party in accordance with the provisions of this conduct code.
(9) "Proceedings" means all processes related to the investigation and adjudication of a disciplinary matter under this conduct code including, but not limited to, investigations, informal and formal hearings, administrative review, and requests for reconsideration of a final order.

(10) "Respondent" is any student accused of misconduct under this conduct code. Each respondent is afforded certain rights including, but not limited to:
(a) The right to be informed of all orders issued in the respondent's disciplinary case;
(b) The right to appeal an initial order issued by a conduct officer and a university disciplinary committee;
(c) The right to request a presidential review of an initial order issued by the faculty appeal board; and
(d) The right to be accompanied to all hearings by an advisor and/or an attorney.

(11) "Sexual misconduct" includes committing, or aiding, soliciting, or attempting the commission of, the following prohibited conduct: Sexual assault, sexual harassment, sexual exploitation, indecent exposure, relationship violence, stalking, and domestic violence.

(12) "Student" is any person enrolled in or taking courses at or through the university, either full-time or part-time, including credit, noncredit, online, and nondegree courses, and any person who has been notified of acceptance for admission by the university. A student who withdraws from a course or from the university, or completes his or her courses after the date of an alleged violation, or who is not enrolled for a particular quarter or quarters, but has a continuing relationship with the university, is still considered a student for purposes of this conduct code.

(13) "Student organization" is a group of students that has complied with the requirements for university recognition or who otherwise are granted any rights or privileges by the university as a university affiliate. Student organizations include, but are not limited to, athletic teams or clubs, registered student organizations (RSOs), university service clubs, and sororities and fraternities. (Student organizations are also subject to the process and procedures outlined in the RSO Policy Guide and/or the organization's applicable recognition agreement.)

(14) "University community" includes all university students and employees. It also includes guests of and visitors to the university during the time they are present on university premises.

(15) "University official" is an employee of the university performing his or her assigned administrative, professional, or paraprofessional duties.

(16) "University premises" includes all of the university's campus buildings, grounds, and facilities, all of its extension and research locations, and all other university-leased, owned, or managed buildings, grounds, and facilities, including its global learning centers and study abroad program sites, as well as university sponsored and/or hosted online platforms.

[Statutory Authority: RCW 28B.20.130 and chapter 34.05 RCW. WSR 16-05-097, § 478-120-014, filed 2/17/16, effective 3/28/16.]
478-120-020

Standards of conduct.

(1) Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the university community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the university community. That responsibility includes, but is not limited to:

(a) Practicing high standards of academic and professional honesty and integrity;
(b) Respecting the rights, privileges, and property of others;
(c) Refraining from any conduct that would substantially disrupt or materially interfere with university operations;
(d) Refraining from any conduct that would cause harm to or endanger the health, safety, or welfare of other persons; and
(e) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the university and its schools, colleges, departments, units, and programs.

(2) The disciplinary sanctions specified in WAC 478-120-040 may be imposed on any student or student organization found to have committed, to have assisted with the commission of, or to have attempted to commit any act of misconduct that is in violation of the general standards of conduct in subsection (1) of this section, or any of the prohibited conduct specified in WAC 478-120-024.

Appendix G: Advertising/Posting Policy for UWB Student Housing

Found online at: http://www.uwb.edu/getattachment/housing/current-residents/docs/uwb-housing-advertisment-policy-2016.pdf

*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.

UWB Residential Life Advertisement Policy

Residential Life is happy to support other campus events, student groups, and departments on campus through advertising in our residence halls and in our community center. Any unapproved advertisements or postings will be removed and if possible, that student event, program, or group will be notified. To gain advertisement approval for events, programs, or opportunities within residence life, please adhere to the following:

- All advertising and/or posting material must be delivered to the Husky Village Community Center to the Community Assistant at the front desk for approval.
  - A Resident Director or other professional staff member will approve and distribute the advertising materials to Resident Adviser’s for posting around the residents halls.
  - Materials will typically be displayed within 48 hours of receiving them. We want to remain a welcoming environment for students and their families, so please keep content suitable for all families, children, and the community.
  - Contact information must be on each advertisement.

General Advertisement

- No more than 24 individual 8.5x11 inch (or smaller) fliers will be accepted and posted in the halls.
  - This allows for a flier in each stairwell, and one or two in the community center.
  - Any extras will be recycled.
- Only 1 large poster (no larger than 36x36) will be displayed in the Community Center.
  - This is optional and not required for posting. If no large advertisement is given, a flier will be posted instead.

Student Election Posting Guidelines

- Only 1 poster (no larger than 36x36) will be displayed in the Community Center.
- No additional fliers or student election information will be displayed within the Residential properties.
- Candidates are not allowed to knock on residential doors to campaign for their position.
- We will look to put all candidate posters/information in the same or similar locations for equal viewing, but space and demand will vary. Posters will be put up on a first come, first served basis.

If you have any advertising questions or concerns, please e-mail the Husky Village Community Center at uwbhvcc@uw.edu.

Updated 3/18/2016
Appendix H: **Posting Policy for the Activities & Recreation Center (ARC)**

Found online at: [http://www.uwb.edu/arc/information/arc-operating-policies-9-2015](http://www.uwb.edu/arc/information/arc-operating-policies-9-2015)

*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.*

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**Activities & Recreation Center Policies and Procedures**

Questions regarding the ARC’s policies and procedures may be directed to Evan Carman, Director of the Activities & Recreation Center at [ecarman@uw.edu](mailto:ecarman@uw.edu).

**Posting Policies:**

In order to effectively serve our campus, the ARC has combined the posting policies for Cascadia College and UW Bothell, so that marketing created for other spaces on campus may be posted in the ARC. Questions regarding posting policies may be directed to [arcinfo@uw.edu](mailto:arcinfo@uw.edu) or to the First Floor Information Desk.

The ARC welcomes campus-affiliated marketing, with the following considerations:

- The poster identifies the event sponsor and lists contact information.
- The poster contains institutional non-discrimination/equal opportunity statement and event accommodation request information.
- Event sponsor shall monitor and remove outdated materials.
- Posters shall be affixed to tackable surfaces using pushpins, provided at the first floor information desk.
- Number of posters for the building currently limited to 4 total for the ARC; max size of 11x17” posters. Requests to post additional or larger posters should be directed to [arcinfo@uw.edu](mailto:arcinfo@uw.edu).
- Materials shall comply with institutional code of conduct.
- Posting is prohibited on doors and trim, elevators, windows, building signage or maps, building exteriors, vending machines, emergency devices, or painted surfaces.
- Posting is prohibited that promotes services and products that are not officially affiliated with or sponsored by Cascadia College or the University of Washington Bothell.

**Windows, Doors, Floors:** nothing may be affixed to the windows, doors, and floors of the ARC without authorization. This may include paint, posters, signage, stickers, flyers, and other items.

ARC Policies and Procedures Last Updated: September, 2015
Appendix I: 2016-2017 ASUWB Elections Candidate Financial Statement Form


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### 2016-2017 ASUWB Elections Candidate Financial Statement Form (Appendix I)

Financial statements are due Friday, May 6th at 5:00 pm. They may be emailed to asuwbec@uw.edu or turned in to the ARC front desk. Falsification of information may result in disqualification or other consequence.

#### Basic Information

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<tr>
<th>Name:</th>
<th>Position running for:</th>
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<td>Phone:</td>
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#### A. Donated Goods and Services

The value of donated goods/services counts toward the total value of expenditures. Documentation of donations should be in the form of a receipt, declaration letter from the lender, or a quote. See Elections Policies and Procedures for definition of donated goods/services. Insert more lines or use another page as needed.

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<th>Contributors/ Source</th>
<th>Good/Service Contributed</th>
<th>Estimated Fair Market Value</th>
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**TOTAL OF A:**

#### B. Expenditure to Date

List all expenditures incurred. Do not include any from A. Documentation in the form of receipts or other form of proof of purchase is necessary. Insert more lines or use another page as needed. For the cost of copies printed at home or at the library, please reflect $0.12 for single-sided b&w pages, $0.23 per sheet for double-sided b&w printing, and $0.75 per page for single-sided color printing.

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<th>Item</th>
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**TOTAL OF B:**

**Total Election Expenses: A + B**

Please attach or scan and email copies of receipts, invoices, or other forms of Proof of Purchase for all items listed under A and B.

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