ASSOCIATED STUDENTS of the UNIVERSITY of WASHINGTON BOTHELL

BYLAWS

PREAMBLE

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

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ARTICLE I. NAME

Section I Name of the Student Government
(a) The name of the corporation under these Bylaws shall be “The Associated Students of the University of Washington Bothell.”

ARTICLE II. MEMBERSHIP

Section I ASUWB Membership Requirements
(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).

ARTICLE III. STRUCTURE OF GOVERNMENT

Section I Composition of the ASUWB Student Government
(a) The ASUWB Student Government shall consist of:
   (i) ASUWB Senators who will be voting members;
   (ii) ASUWB Executive Board, composed of elected Directors and Vice President, who will be voting members;
   (iii) Any ASUWB sanctioned Committee(s) or Council(s);
   (iv) A Student Assistant as an ex-officio member; and
   (v) The ASUWB Staff Advisor(s) who shall serve as ex-officio member(s).

Section II Executive Board Structure
(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.

Section III Senate Structure
(a) Each undergraduate class (First year, Sophomore, Junior, and Senior) and the graduate class will be allotted one (1) senate position, totaling ten (9) positions.
(b) 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.
(c) 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.

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 one (1) 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;
Work with the Senators and be responsible for the administration of all legislation.

Administrative duties shall be vested in the executive members and ASUWB staff advisors.

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

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;

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

Submit written reports to the Director of Public Relations within the first two (2) weeks of the following quarter;

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

Uphold and honor the ASUWB Mission Statement while serving on the ASUWB Executive Board.

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

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

Preside over all ASUWB Student Government meetings in accordance with the standards established by Article VII of these Bylaws;

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;

Monitor and supervise all tasks and project being managed by members of the Executive Board;

Facilitate the success and assist in the execution of all team projects and events whether on or off campus;

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;

Attend all monthly meetings of the Board of Regents and report back to the ASUWB Executive Board;

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;

Manage and serve as the primary contact for the ASUWB Student Assistant;
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

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

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;
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.

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;

Manage an inventory of all office supplies and all supply orders;
Manage the Student Discount Program by coordinating with local business owners and the Bothell Chamber of Commerce;
Manage all paperwork, forms, and correspondence with the Student Life Fiscal Specialist or Budget Assistant;
Maintain the ASUWB Supply Table Program with the ASUWB Student Government;
Organize and maintain the ASUWB SAEF Awards; and
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.

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
Section VIII  Director of Student Advocacy

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

(a) Organize and facilitate regular ASUWB 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 ASUWB Student Government and other leaders and organizations on campus;

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

(e) Work with the ASUWB Student Government to execute all ASUWB 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 ASUWB 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 VI. VACANCIES

Section I Resignation

(a) Any ASUWB representative may step down from their position with a formal letter of resignation to the ASUWB Student Government with at least two (2) weeks’ notice.

Section II Removal from Office

(a) Grounds for disciplinary action or removal from office may include, but are not limited to:

(i) Repeated violation of any formally adopted standards for ASUWB office conduct; and

(ii) Abuse or misuse of ASUWB material or equipment, or any other act that can be deemed unethical or in violation of student trust.

(b) A member for whom it has been determined has not fulfilled the outlined duties pertaining to their position under Article V of these Bylaws or violates any protocol further established by these Bylaws can be considered for removal from office over a period not to exceed four (4) weeks with a majority vote by current voting members of the ASUWB Student Government during a public ASUWB Student Government meeting.

(c) The Vice President, with the assistance of an ASUWB Advisor, will work with the student to issue a written performance evaluation to the ASUWB Student Government, which shall:
Be signed by the ASUWB Student Government member being considered for removal from office, the ASUWB President, ASUWB Vice President, and an ASUWB Advisor;

Include a Resolution Plan with steps toward returning the student to good standing with ASUWB; and

Gain approval by the ASUWB Student Government at an open meeting that the member completed and held progress in accordance with the Resolution Plan after four (4) weeks from the signing of all documents of consideration for removal from office.

The Vice President shall, in the event that it is necessary, conduct investigation of the President.

Once all documents have been signed, the Vice President or ASUWB Student Government may initiate an investigative committee at an ASUWB Student Government meeting.

At the end of the investigation period, the ASUWB Student Government is required to:

Return the ASUWB Student Government member to good standing with ASUWB; or

Remove the ASUWB Student Government member from the ASUWB Student Government, which requires a two thirds (2/3) majority vote.

Discussion may occur during Executive session, but decisions must be made during the open meeting.

Section III  
Vacancy Procedures  
(a) In the event of the vacancy of an ASUWB position other than the President, an application process or special election process will be implemented to fill that position. A vote of the ASUWB Student Government will determine whether an application process or special election process is pursued.

(b) If a special election is chosen, the Elections Committee will convene to manage the special election (refer to Article IX of these Bylaws).

(c) If an application process is chosen:

(i) The position must be broadly and thoroughly advertised over the course of no fewer than ten (10) full normal class days;

(ii) The ASUWB Student Government must review all applications and select candidates for interviews (refer to Article VI, Section I of these Bylaws regarding qualifications.);

(iii) Representatives, including Executive Board members and Senators, will conduct interviews; and

(iv) An official simple majority vote of the ASUWB Student Government will select a candidate to fill the position.

Section IV  
Transition  
(a) This section establishes a set of policies and guidelines regarding the transition between incumbent ASUWB representatives and ASUWB representatives elect. The incumbent board will familiarize, mentor, and
instruct the ASUWB elect in all capacities necessary to be successful in respective positions and as a team.

(b) It is the responsibility of the incumbent ASUWB Student Government representatives to familiarize the ASUWB representatives elect to the responsibilities of the ASUWB Student Government and to the general rules and guidelines established by the ASUWB Constitution and Bylaws.

(c) Each incumbent representative must properly and fully provide the details of their position to the representatives elect who will require an understanding of these details to adequately fulfill their designated duties and responsibilities.

(i) A Transition Binder must be handed to the representative elect following Transition Guidelines decided by the ASUWB Student Government.

(d) A mutually agreed upon time shall be followed for transitioning one-on-one between incumbent representatives and their respective representatives elect.

(i) Incumbent Senator pairs may decide how they will transition incoming Senators.

(e) This transition process must be completed before the end of the incumbent ASUWB Student Government term.

(i) Graduate and First Year Senators will be transitioned by the President and Vice President.

ARTICLE VII. MEETINGS OF THE ASUWB STUDENT GOVERNMENT

Section I Order of ASUWB Business and Chairperson

(a) Robert’s Rules of Order, Newly Revised shall govern the cases where they are applicable and where they are not inconsistent with the Constitution or Bylaws of ASUWB. Where not inconsistent with these Bylaws, the ASUWB Student Government may communicate rules pertaining to the transaction of ASUWB business and meetings. Rules may be adopted, modified, or suspended by a majority vote of the ASUWB Student Government. The Director of Public Relations shall maintain a record of all rules.

(b) The Chairperson

(i) The President shall be Chair of all ASUWB meetings.

(ii) In the event of the President’s absence, the Vice President shall preside over all ASUWB meetings.

(iii) In the event of the absence of both the President and the Vice President, a chair from amongst the ASUWB Student Government shall be chosen.

(iv) The Chair shall develop standards for adhering to Robert’s Rules of Order with the ASUWB Student Government.

Section II Meeting Procedures and Records

(a) All meetings shall:
Be conducted in accordance with Robert’s Rules of Order, Newly Revised; and

Consist of a quorum defined as a simple majority plus one (+1) of the voting members of the ASUWB Student Government.

All actions of the ASUWB Student Government shall:


Be defined as any decision, approval, rejection, postponement, referral to committee, et cetera about any legislation, funding proposal, or any other item requiring official action by the ASUWB Student Government; and

Be posted on the agenda in accordance with the Open Public Meetings Act.

All minutes of the ASUWB Student Government must be publicly posted no later than seventy-two (72) hours after the meeting concludes and shall be updated the following meeting pending approval from the ASUWB Student Government.

Section III Veto Procedure

(a) The President may veto a decision made by the ASUWB Student Government.

(b) A presidential veto may be overturned by a two-thirds (2/3) majority vote of the ASUWB Student Government.

Section IV Regular Meetings

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

(i) It shall be the duty of the ASUWB President to verify the ASUWB meeting schedule and location to be at intervals appropriate from committees to complete their work.

(ii) The meeting time is set for Tuesdays from 8:00am – 10:00am, starting the week before Fall term begins through the last week of June.

(iii) Need decisions be made while Student Government meetings are not in session, the President and Vice President shall work together to make decisions on behalf of the ASUWB Student Government.

(iv) Additional meetings may be held if deemed necessary by the ASUWB President or by a majority vote of ASUWB Student Government.

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

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

(c) Items to be addressed at ASUWB Student Government meetings must be presented to the President in writing with notice of at least seventy-two (72) hours to be placed on the meeting agenda.
Final disposition shall not be taken on any matter other than those specified in the written notice at such meetings, unless the ASUWB Student Government votes to add action items in extreme circumstances.

Section V Special Meetings
(a) Special meetings of the ASUWB Student Government may be called at any time by the President or by a simple majority vote by current voting members of the ASUWB Student Government with forty-eight (48) hours written notice before the proposed meeting time as specified by the notice.

(b) Written notification of these meetings shall:
   (i) Include the specific time and place of the special meeting and the business to be addressed; and
   (ii) Be rendered unnecessary in the event that a special meeting is called to deal with an emergency involving injury or damage to persons or property or the impending likelihood of such injury or damage occurring, or when such notice would be impractical or increase the likelihood of such injury or damage occurring.

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

Section VI Executive Sessions
(a) The ASUWB Student Government may hold executive sessions during regular or special meetings to consider matters permitted under the Open Public Meetings Act (RCW Chapter 42.30.11). which may include:
   (i) Receiving and evaluating complaints or charges involving officers or employees of the ASUWB Student Government;
   (ii) Evaluating the qualifications of an applicant being considered for hire or appointment to a position with the ASUWB Student Government; or
   (iii) Discussing current potential litigation to which an officer or employee of the ASUWB Student Government is a party and when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence.

ARTICLE VIII. APPOINTMENT OF STUDENTS TO COMMITTEES

Section I Appointment Procedure
(a) In order to ensure fair, consistent and timely appointments of UW Bothell students to committees, the ASUWB Student Government shall:
   (i) Designate a representative to sit on any and all committees that address student concerns; and
(ii) Broadly publicize for at least one (1) student at large to sit on any and all committees that address student concerns throughout an application process.

(b) The ASUWB Student Government shall vote to approve final student appointments.

(c) The ASUWB President shall notify the appointed student(s) and other applicants regarding the appointment decision.

(d) The ASUWB Student Government may vote to remove ASUWB representatives from committees at any time.

(e) This process shall be repeated to fill vacant seats, should they arise, or if new committees develop.

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;

(ii) Campaigning rules, including posting regulations, spending limits, consequences for campaign violations, and the Open Forum or Candidate Panel;

(iii) Locations of voting stations; and

(iv) Voting days and hours.

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.

(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.

(ii) 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.

ARTICLE X. SERVICES AND ACTIVITIES FEE COMMITTEE

Section I Purpose

(a) The Services and Activities Fee Committee (STF) shall oversee Services and Activities Fees that are paid by students for the express purpose of funding student activities and programs of the University of Washington Bothell.
The Services and Activities Fee (SAF) Committee shall operate pursuant to RCW Chapter 288.15c: College and University Fees, the ASUWB Bylaws, and the SAF Committee Guidelines.

### Section III Committee Structure

(a) One (1) officer of the ASUWB Student Government shall serve as a voting member of the SAF Committee.

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

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

(i) Members are appointed through an application process and require a simple majority vote of the ASUWB Student Government.

(c) The Chancellor of the UW Bothell shall make a final approval of the members voted into the SAF Committee by the ASUWB Student Government.

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### ARTICLE XI. STUDENT TECHNOLOGY FEE COMMITTEE

#### Section I Purpose

(a) The Student Technology Fee (STF) Committee provides funds for the improvement and enhancement of technology used by the students of the University of Washington system.

#### Section II Guidelines

(a) The committee shall perform its role pursuant to RCW 288.15.051, and the agreement between the Associated Students of the University of Washington Bothell (ASUWB), Board of Regents, and the Committee Bylaws.

(b) The UW Bothell STF Committee shall recommend to the ASUWB Student Government an amount to be set as the technology fee and the uses of that fee.

(c) Following the Regents’ decision setting the STF, the committee shall entertain proposals for technology expenditures, verify the benefit to students, the impact on the University, and approve the expenditure of revenues available for use.

(d) Students of the UW Bothell shall comprise the membership of the committee.

(e) Applications shall be submitted to the ASUWB Student Government and the ASUWB Student Government shall select students who would be assets to the committee based on the number of applicants and the quality of the application pool.

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### ARTICLE XII. ASUWB TRANSPARENCY

#### Section I Objective

(a) In order to provide a system of transparency, the Executive Board shall create and publish external reports at least once per Fall, Winter, and
Spring quarters, not limited to meetings, actions, and activities of the ASUWB Student Government.

(b) The contents of the quarterly report must be approved by a unanimous vote of the ASUWB Student Government.

(c) Quarterly reports must be published within the first two (2) weeks of the quarter being reported.

(d) A Year End Report regarding all accomplishments, actions, and activities of the term of the ASUWB must be published by the end of Spring quarter.

ARTICLE XIII. RESOLUTIONS

Section I Purpose
(a) This article shall establish:
   (i) A system of authenticity on the actions of the ASUWB Student Government; and
   (ii) A set of guidelines clearly and uniformly defining the actions, decisions, and engagement in activities of the ASUWB Student Government which directly affect the UW Bothell student body.

Section II Executive Orders
(a) Executive orders shall be defined as the actions and decisions made by the ASUWB Student Government.

(b) Each executive order will be clearly defined and a record of order will be kept. These orders will therefore constitute the official and authentic actions of the ASUWB Student Government.

(c) Each executive order will clearly contain:
   (i) The order being taken;
   (ii) When the order will take effect and end;
   (iii) An explanation of the reason of the order; and
   (iv) The result of the order.

ARTICLE XIV. REFERENDUM AND INITIATIVE

Section I Proposal Referral
(a) A two-thirds (2/3) majority vote of the ASUWB Student Government shall be necessary to refer proposals to the ASUWB Student Government Elect.

(b) A proposal may be placed on an election ballot by a petition signed by the ASUWB Executive Board.

ARTICLE XV. AMENDMENT OF THESE BYLAWS

Section I Amendment Procedure
(a) An amendment of these Bylaws requires a two-thirds (2/3) majority vote of the ASUWB Student Government.

(b) An amendment of these Bylaws will take effect the quarter following the time at which the change was adopted unless otherwise specified.