



ASUWB

3/12/2019

2.3 A resolution amending ASUWB position bylaws

Sponsor(s): Caleb Lohrmann

WHEREAS, The Associated Students of the University of Washington Bothell's structure is vested in the ASUWB bylaws;

WHEREAS, in our ASUWB Bylaws there is position ambiguity and overlap;

WHEREAS, There is not a designated ASUWB member to lead tri-campus communications;

WHEREAS, There is no position that deals with performance management;

WHEREAS, ASUWB needs to remove the Internal Affairs Senator and Outreach & Marketing Senator for the 2019-2020 academic year to comply with the SAF 2019-2020 ASUWB budget that was submitted. ASUWB must exemplify good stewardship of student fees so we submitted a similar SAF budget mirroring the 2018-2019 proposal. Furthermore, we did not want to increase our total budget ask because of the enrollment freeze which caused a huge deficit for the 2019-2020 SAF funds. We chose these two positions based on a team discussion on the overall impact on the ASUWB team and the student body.

WHEREAS, the Director of Internal Affairs duties were better aligned with other positions such as Treasurer, Parliamentarian, and Vice President due to their responsibilities of finances, UWB Leaders management, as well as non-partisan hiring and performance management practices that align with the ASUWB Constitution & By-Laws.

WHEREAS, ASUWB should centralize all new member selection processes under one person (Parliamentarian), and ensure continuity in onboarding practices for new members

WHEREAS, The responsibility of Student Academic Enhancement Fund (SAEF) better aligned with the position of Treasurer

THEREFORE, BE IT RESOLVED BY THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON BOTHELL;

THAT, the positions of Director of Internal Affairs and Senator of Internal Affairs be removed from the bylaws. Also, that the position of Outreach and Marketing Senator is decreased from two to one.

THAT, Article II Section 2 and 3 shall be amended to include the responsibility of leading Tri-Campus Communications highlighted in the clause below:

1. President

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the President to:
 - i. Serve as the primary spokesperson for the ASUWB, including giving speeches at all events (e.g. student convocation, commencement, and other ceremonies);
 - ii. Serve as the primary lead of communication for tri-campus communication between ASUW, ASUWT, and GPSS starting summer through spring term. This will include introductory communication and one meeting between tri-campus president's once a quarter.
 - iii. Preside over all ASUWB Public Meetings;
 - iv. Assign projects and delegate tasks to members of the ASUWB;
 - v. Monitor and supervise all tasks and projects being managed by ASUWB;
 - vi. Facilitate or assist in the execution of all team projects and events whether on or off campus;
 - vii. Ensure that ASUWB will establish and distribute meeting agendas in accordance with the existing regulations of these Bylaws and the Open Public Meetings Act (RCW Chapter 42.30);
 - viii. Greater than 48 hours notice must be given to the Director of Marketing and Outreach to post publicly.
 - ix. Attend or appoint a designee to attend monthly meetings of the Board of Regents and report back to the ASUWB Executive Board;
 - x. Attend or appoint a designee to attend University of Washington Alumni Association meetings;

- xi. Serve on committees and organizations of administration, faculty, and staff when requested by those groups, or otherwise appoint a designee from the ASUWB or UWB Leaders to serve;
- xii. Meet:
 - 1. At least monthly with the Chancellor of UW Bothell;
 - 2. Weekly with the advisor(s) of the ASUWB;
- xiii. Attend meetings in place of the Vice President if the Vice President is unable to;
- xiv. Work with the Vice-President and Parliamentarian on interpretation of these Bylaws;
- xv. 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:
 - 1. During finals week; and
 - 2. In exceptional cases, when granted by the ASUWB.

THAT, Article II Section 3 shall be amended to include the responsibility of supporting the President in leading Tri-Campus Communications as well as overseeing the UWB Leaders program highlighted in the clause below:

2. Vice-President

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Vice-President to:
 - i. Fulfill the duties of the ASUWB President in the event of absence, resignation, or forfeiture of the President from office;
 - ii. Facilitate or assist in the execution of all team projects and events whether on or off campus;
 - iii. Support communication for tri-campus communication between ASUW, ASUWT, and GPSS starting summer through spring term. This will include introductory communication and one meeting between tri-campus president's once a quarter;
 - iv. Serve on committees on and off campus as appointed or requested by the President;
 - v. Work with other members of the ASUWB to develop ASUWB initiatives, goals, and projects;
 - vi. Manage the UWB Leadership Program;
 - vii. 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:
 - 1. During finals week; and

2. In exceptional cases, when granted by the ASUWB.

THAT, Article IV Section 4 shall be amended to be the following; An increased of 4.5 hours, the responsibility of ASUWB performance management, Chair hiring committees for ASUWB.

1. Parliamentarian

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Parliamentarian to:
 - i. Maintain 19.5 work hours per week including any hour requirements below;
 - ii. Attend committee meetings at the request of ASUWB to provide council on ASUWB Bylaws as well as to unofficially interpret the ASUWB Constitution;
 - iii. Ensure that any changes in the Bylaws or Constitution are accurately reflected in the governing documents;
 - iv. Approve meeting minutes and take minutes in the event that the Student Assistant is absent;
 - v. Recommend Elections Committee Application finalists to the ASUWB for approval under normative conditions pursuant to Article X of these Bylaws;
 - vi. Oversees the performance management of ASUWB members to make sure they are upholding their duties and responsibilities.
 - vii. Chair all hiring committees and oversee all hiring processes for ASUWB unless otherwise specified in the ASUWB Constitution or in these bylaws;
 - viii. Hiring committees shall always submit finalists to the ASUWB Executive Board for consideration to officially hire for the open position in question.
 - ix. 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:
 1. During finals week; and
 2. In exceptional cases, when granted by the ASUWB.

THAT, Article IV Section 2 shall be amended to be the following: An increase of 9.5 hours with the added responsibilities of managing SAEF.

2. Treasurer

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Treasurer to:
- i. Maintain 19.5 work hours per week including any hour requirements below;
 - ii. Manage and track the ASUWB Budget;
 - iii. Create and oversee the SAF Budget Proposal for ASUWB;
 - i. Make purchases as authorized by ASUWB and consistent with applicable university policies;
 - iv. Maintain offered ASUWB services that shall include but is not limited to:
 1. ASUWB Supply Tables;
 2. ASUWB Charging Stations.
 - v. Approve budget requests in compliance with ASUWB's Budgetary Standard Operating Procedures and consistent with applicable university policies;
 - vi. Serve as the ASUWB Representative on designated budget committees;
 1. This shall include, but is not limited to, the Service and Activities Fee (SAF) Committee;
 2. This shall include, but is not limited to, the Student Technology Fee (STF) Committee contingent upon the STF Committee meeting time not conflicting with the SAF Committee meeting time.
 - vii. Facilitate additional ASUWB submissions to SAF and STF committees;
 - viii. Manage the facilitation of the Student Academic Enhancement Fund;
 - ix. Schedule and hold 5 hours of publicly posted office hours per week during each of the Fall, Winter, and Spring quarters; exceptions are allowed:
 1. During finals week; and
 2. In exceptional cases, when granted by the ASUWB.

Adopted on ___ of ___ Month ___ Year ____.

END