ASUWB 2019 Spring Elections Packet

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Action Item/Notes</th>
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<tr>
<td>Wednesday, April 10th</td>
<td>11:59 pm</td>
<td>Application deadline – application on OrgSync</td>
</tr>
<tr>
<td>Friday, April 12th</td>
<td>12:00 pm</td>
<td>Grade and conduct check for candidate eligibility</td>
</tr>
<tr>
<td>Monday, April 15th</td>
<td>3:30pm – 5:30pm</td>
<td>Mandatory Candidate Orientation – UW1-121</td>
</tr>
<tr>
<td>Wednesday, April 17th</td>
<td>8:00am</td>
<td>Campaigning Begins</td>
</tr>
<tr>
<td>Thursday, April 18th</td>
<td>11:30am – 2:30pm</td>
<td>Candidate Fair – Plaza</td>
</tr>
<tr>
<td>Monday, April 29th</td>
<td>8:00am</td>
<td>Voting begins online</td>
</tr>
<tr>
<td>Thursday, May 2nd</td>
<td>2:00pm</td>
<td>Campaigning and voting ends</td>
</tr>
<tr>
<td>Thursday, May 2nd</td>
<td>3:00pm</td>
<td>Complaint Forms Due</td>
</tr>
<tr>
<td>Friday, May 3rd</td>
<td>2:00pm</td>
<td>Financial Statements Due</td>
</tr>
<tr>
<td>Monday, May 6th</td>
<td>9:00am</td>
<td>All campaigning materials must be removed</td>
</tr>
<tr>
<td>Tuesday, May 7th</td>
<td>3:00pm – 5:30pm</td>
<td>Violation Hearing – ARC 121</td>
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<tr>
<td>Wednesday, May 8th</td>
<td>8:00am</td>
<td>Soft Release of Results</td>
</tr>
<tr>
<td>Friday, May 10th</td>
<td>12:00pm</td>
<td>Hard release of election results on <a href="http://www.uwb.edu/sea/getinvolved/vote">www.uwb.edu/sea/getinvolved/vote</a></td>
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Dear 2019 ASUWB Elections Participants,

This Election Cycle we elect eight leaders, whom will fight for student voices and to lead our student body. I am happy to be here and that should each of y’all be too.

Some time ago, our campus was created to be a bastion of learning to many different types of students. Overtime, our campus has grown exponentially. But this amazing growth comes with its own set of problem. As student leaders representing the voice of the campus you have incredible duty to uphold. I want to be clear. The rules and regulations in this packet are not created for you as a candidate. They are there to protect to student body as a whole. They are there so that students’ voices are heard. They are there so that students have leaders that represent them. Breaking a rule or regulation is a not strike against another candidate or the elections committee. It is a strike against the student body. Which is why, as a person striving to become a student leader, I expect a lot from you.

I hope to have an amazing election that we can all be proud of.

Now I wish you good luck and that you may serve the student body well.

Caleb Lohrmann
Parliamentarian | Elections Committee Chair
Associated Students of the University of Washington Bothell
Email: asuwbpar@uw.edu
ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON BOTHELL
2019 ELECTIONS POLICIES AND PROCEDURES

The following is adopted as the Elections Policies and Procedures (EPP) to be used in the 2019 ASUWB General Spring Election, and future elections until a new EPP is approved. It is the responsibility of candidates and their affiliates, ballot measure advocates and their affiliates, and agencies of the ASUWB to comply with this document. Failure to comply may result in penalties assessed in accordance with these policies and the ASUWB Bylaws. This EPP is adopted pursuant to the ASUWB Bylaws, and such Bylaws supersede in the case of any discrepancy.

Election Positions and Compensation

Positions and the descriptions for these positions will be dictated by the ASUWB Bylaws (see Appendix B). **Hours and total compensation for positions are subject to change based on Services and Activities Fee Committee budget allocations.

President
Vice President
Directors
  Director of Community Relations
  Director of Outreach and Marketing
  Director of Student Advocacy
Senators
  Senator of Student Advocacy (2)
  Senator of Outreach & Marketing (1)

Elected ASUWB Executive Board members (President, Vice President, and Directors) begin holding office hours on the first regular university business day on or after July 1, 2019.

Elected Senators begin holding office hours on the first regular university business day on or after September 1, 2019.

All Elected ASUWB members are required to attend group training from September 3-24, 2019.

All Elected ASUWB members are required to attend weekly ASUWB meetings starting in Fall Quarter. These are held on Thursdays, 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.
Section I: 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/social 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 constitute 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. For all intents and purposes, they are considered a candidate and must abide by all election rules.

15. **Campaign Manager** is defined as a single UW Bothell student who has been appointed by the candidate to help them run their campaign. Each candidate may only have one campaign manager, and a campaign manager may only work with one candidate. Campaign managers are the only official proxy for the candidate.
Section II: Fair Campaign Practices Statement

The Fair Campaign Practices Statement is a non-binding set of ideals designed to promote goodwill among campaigners, which ASUWB has adopted from ASUW at the Seattle campus. The First Amendment prevents the ASUWB from restricting the content of candidates’ campaign messages; however, the ASUWB encourages all campaigners to follow the Fair Campaign Practices Statement. Because the Fair Campaign Practices Statement is non-binding, the ASUWB will not consider complaints that allege violations of the Fair Campaign Practices Statement and will not issue penalties to those who violate the Fair Campaign Practices Statement. This statement is to be included before the candidates’ pictures in the ASUWB Voter’s Guide and it will be indicated which candidates have agreed to follow these values.

1. I will conduct my campaign, discuss the issues, and present the record with sincerity and honesty.
2. I will not appeal to, and will condemn appeals to prejudices based on age, ancestry, citizenship status, disability, ethnicity, gender expression or identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, and/or veteran status.
3. I will uphold the right of every qualified voter to free and equal participation in the election process. I will not take part in and will condemn those practices that tend to corrupt or undermine the system of free election or prevent the expression of the voters.
4. I will uphold the right of every qualified candidate to free and equal participation in the election process. I will conduct my campaigning in a way that does not impact the accessibility and fairness of the election process.
5. I will promptly and publicly repudiate the support of any individual or group, which resorts, on behalf of my candidacy or in opposition thereof, to methods in violation of the letter and spirit of this Statement.
6. I will not participate in, and I will condemn, personal vilification, defamation, and other attacks on any opposing candidate, party, or ballot measure advocate.
7. I will not use or authorize, and I will condemn, materials relating to my campaign which falsify, misrepresent, or distort the facts, including, but not limited to, malicious or unfounded accusations tending to create or exploit doubts as to the morality or motivations of any candidate, party, or ballot measure advocate.
8. I will refrain from using my position as an officer in a University recognized student group in which I am involved to unfairly seek votes, official endorsements, or affiliates.
9. I will respect the privacy of the voting process and will not in any way interfere with the neutrality of balloting when another individual is voting.
10. I will refrain from any misuse of the ASUWB Constitution and the ASUWB Bylaws to gain political advantage for myself or any other candidate.
11. I will not exploit or cause the intoxication of any individual to gain political advantage.
12. I will insist that my affiliates adhere to the Fair Campaign Practices Statement when campaigning on my behalf.
Section III: Requirements for Candidacy

1. Candidates must comply with requirements for office as stated in Article VI of the ASUWB Bylaws (see Appendix B).
   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. All elected, hired, appointed members of the ASUWB shall:
      i. Enroll in no fewer than [six academic credits as an undergraduate student or four academic credits as a graduate student] 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 position;
      vi. Attend all public ASUWB meetings during the Fall, Winter, and Spring Quarters and adhere to Absences rules within these Bylaws;
      vii. Maintain these standards throughout the elected or appointed officer’s term.
   c. Failure to meet or maintain these standards will disqualify those running for office or subject elected or appointed officers to removal from office.

2. Candidates must complete an online candidate registration in order to be listed on the ballot.
   a. Application Information
   b. Candidate Platform
   c. Candidate Conduct Agreement
   d. Spring Quarter Schedule

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

4. Members of the ASUWB Elections Committee are not eligible to participate in the ASUWB Elections as a candidate or as a campaign manager.

5. The Elections Committee and advisor(s) will verify these requirements as outlined in the Candidate Application Process section below.
Section IV: 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 and any other set of rules or policies that apply to candidates for ASUWB office, unless otherwise described 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.

Section V: Candidate Application Process

1. The Candidate Application will be available at https://www.uwb.edu/sea/getinvolved/vote

2. Candidates seeking to be on the ballot for office will need to complete an ASUWB Elections Candidate Registration Form, 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. Candidates are unable to run for more than one position, and positions are final following the Candidate Orientation. A campaign manager may manage only one candidate.

3. Candidates will be required to attend a mandatory Candidate Orientation Meeting on Monday, April 15th at 3:30pm to be informed about policies, procedures, and relevant information by the Elections Committee and a chance to ask questions.
   a. Candidates may send their campaign manager only as a proxy to fulfill this requirement. A candidate must provide the Elections Committee notice of this proxy prior to the Candidate Orientation.

Section VI: Conduct

1. Candidates and campaign managers will adhere to the Candidate conduct agreement provided at the online candidate registration.

2. Under no circumstances are drugs or alcohol to be present, available, or provided at campaign related events, regardless of location or participant age.

Section VII: Campaigning

1. All campaigning must adhere to Federal, State, and Local laws as well as University policies and procedures (including this document), without exception.

2. Campaigning is only permitted beginning Wednesday, April 17th at 8:00am and ending Thursday, May 2nd at 2:00pm.

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. Campaigning may not disrupt non-elections related events. Including, classroom doors, food lines, and parking garage entrances.

8. Candidates are **not allowed to campaign at university housing**.

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 a candidate or ballot 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. No campaigning of any kind is permitted 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 **Wednesday, April 17th 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)

14. A candidate must be at least three feet away from a person who is voting.

15. No candidate, candidate’s affiliate, ballot measure advocate, or ballot measure advocate’s affiliate may, in the course of campaigning:
    a. Directly or indirectly offer any bribe, reward, or anything of value to a voter in exchange for the voter not voting, or in exchange for the voter’s vote for or against any candidate or ballot measure, or for the voter to cast a vote.
       1. Advertising materials such as buttons, flyers, and sticker are allowed to be hand out. Any other items with value outside of use as an advertising/campaign is not permissible.
       2. All raffling activities are prohibited.
    b. Create any social media that automatically associates voters with a candidate. An example of this is a Facebook group where a voter can be added or looks like they are added without their permission.
    c. Provide or operate any voting station, computer, or other device with intent that such device be used to mark or submit ballots, with the exception of the personal ballot of the device provider or operator
d. Campaign or store campaign material at the Involvement & Leadership offices.
e. Campaign at any event or meeting that is conducted, funded, or sponsored by the ASUWB. This does not include the candidate fair.
f. Have campaign material that falsely state or imply incumbency in any ASUWB position. Individuals must not use the word "reelect" unless previously elected to the position for which they are running.
g. Collecting student email addresses, phone numbers, or other personal contact information for campaigning from sources they do not own.
h. Use electronic media to interfere with the neutrality of the ballot, including, but not limited to, failing to cause links to the ballot to appear in a new browser window with the full width and height of the screen.
i. Use any force, threat or unlawful means to hinder or deter any voter from voting, or to obtain a vote for or against any candidate or ballot measure.

Section VIII: Endorsements
1. "Endorsement" means an action or statement by an individual student or student group that publicly supports a candidate or ballot measure.
2. Candidates must not seek endorsements prior to the Campaign Start Date.
3. Candidates must not imply endorsement by a person or group without the consent of that person or group.
4. No ASUWB or Student Engagement & Activities (SEA) employee, volunteer, appointee, entity, or committee may make endorsements in official capacity; and no ASUWB equipment or supplies, including employment time or office hours, phones, office machines, office space, and email accounts, may be used for campaign purposes, except as authorized by the Elections Committee. Any candidate or ballot measure advocate receiving an endorsement from an ASUWB employee, volunteer, or appointee in personal capacity must, when campaigning with such endorsement, clearly state that such endorsement is in the individual's personal capacity only.
5. Any registered UWB clubs may officially endorse candidates or measures of their choice during the Campaign Start date. Registered UWB clubs may not organize events, spend money, or use any SEA or state resources for or on behalf of a candidate or a ballot measure.

Section IX: Campaign Ticket Regulations
1. The Elections Committee will not inhibit candidates from associating with one another, however, tickets are not officially recognized by the Elections Committee. The Elections Committee will not put mentions, indications, and inferences of candidate affiliation in publications or during ASUWB sponsored events and forums. It is at the discretion of the Elections Committee to determine what constitutes mentions, inferences, and indications of candidate affiliation and to prevent their inclusion in publications. Candidates cannot have promotional items that imply a ticket.
Section X: Election Dates and Voting Location

1. Voting will take place over four consecutive days in order to allow all students a chance to vote. Voting will begin at **8:00 am on Monday, April 29th** and conclude at **2:00 pm on Thursday, May 2nd**. Students will have an opportunity to vote via online Catalyst survey during this time period. Students may only vote once.

1. Clearly marked voting booths will be set up on campus. The Elections Committee will designate predetermined locations where it will solicit voters. No campaigning is allowed within **30 feet** of these voting areas at any time.
   a) Designated election booth locations may include: Discovery Plaza, the Codex, and the ARC.

2. Ballots will be tallied automatically by the online voting program and certified by the Elections Committee by **Friday, May 10th by 12:00 pm**.

3. In the event of a technical issue with the online voting system, the Elections Committee may postpone the election until such a time that the online voting system is operational, or may provide for voting by paper ballot.

Section XI: Voter Eligibility

(from Article III of the ASUWB Constitution)

1. All regularly enrolled students of the University of Washington Bothell, who so voluntarily choose, will be considered members of the association. Only members of the Associated Students shall be entitled to vote in any ASUWB election, to represent the ASUWB, or to hold any office controlled by the ASUWB.

Section XII: Campaign Finance

1. Each candidate is allowed to use $100 for their campaign budget. A candidate's funds may only be used to promote themselves. A candidate may not share funding or split costs with other candidates.

2. Candidates must keep receipts for all campaign expenditures and turn in a physical or digital copy of the ASUWB Financial Statement Form (see Appendix I), which includes physical or digital copies of: **original, itemized receipts** to the **ARC-140** 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 **2:00 pm on Friday, May 3rd**.
   a. Candidates are allowed to use materials that they already possess, but the materials will be counted at fair market value and that cost will count toward their budget.
   b. Candidates **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 the candidate's budget.
   d. Use of free social media, websites, and making videos is allowed and will **not** count toward the candidate’s budget, but, again, candidates may not use university supplies.
   e. Do not exceed the poster & flyer limit, see **Posting Guidelines** section.

3. Candidates are not allowed to use any university or state resources for their campaign, including but not limited to Student Engagement and Activities resources.
Section XIII: Posting Guidelines

1. Candidates must abide by all University Posting Policy Guidelines (see Appendix E).
2. All campaign posters must include the name of one candidate. Every poster containing a candidate's name or likeness will count towards their poster total.
3. Candidates are allowed thirty-four (34) 8 ½" by 11" (or smaller) posters and one (1) banner, up to 6 feet in length.
4. Candidates may turn in one (1) 8 ½" by 11" flyer to Husky Village.
5. Candidates must have flyers, posters and banners approved and stickered by the Elections Committee before posting. Only a candidate or their campaign manager may have a poster approved featuring that candidate’s name.
6. Candidates may not post any campaign material in classrooms, restrooms, elevators, building exteriors, the library, Diversity Center, or the Involvement and Leadership Office. Other locations may have additional restrictions.
7. Only two (2) of the same poster (8 ½” by 11”) is allowed per building floor and only one (1) of the same banner is allowed per building floor.
8. Post the flyers by using pushpins on designated bulletin boards or to concrete surface with blue painter's tape.
9. 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
   c. Cost of blue tape counts toward spending limits.
10. Do not cover others’ posted information.
11. Candidates must monitor and remove all campaign materials by Monday, May 6th at 9:00 am.
12. Materials and campaigning shall comply with University of Washington Code of Conduct (see appendix F) and not plagiarize or infringe copyright (see Definitions section).
13. Candidates seeking to advertise in the residence halls must comply with the Advertising/Posting Policy for UWB Student Housing (see Appendix G).
14. Publicity, including posters, that does not meet the criteria contained in this elections packet, interferes with campus safety, or violates other university policy will be removed. The Elections Committee may task removal to any relevant candidate featured in the publicity.
15. 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.
Section XIV: Election Code Violations

1. The ability, reason, and the methods for filing a complaint must be advertised on the ballot.
2. The filer of a complaint is designated the “complainant.” The alleged violator is the “respondent.”
3. Complaint Forms are available online, and the last date to submit it is by 3:00 pm on Thursday, May 2nd.
4. The Complainant is responsible for providing evidence of a violation. The Elections Committee will not investigate further without evidence. The Elections Committee will hold a hearing with the alleged violator and all parties involved.
5. 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.
6. The consequence or remedy will be chosen in consideration of the nature and impact of the violation.
7. 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.
8. The Elections Committee reserves the right to issue cease-and-desists to any candidate who they believe is in violation of the elections code during any part of the elections. If the candidate does not comply their candidacy will be terminated.
9. The elections committee chair may issue a cease-and-desist without consulting the committee if the violation is time sensitive. The Elections Committee will then be called for an emergency meeting to review it.

Section XV: Violation System

**Minor Violation:** This is violation occurs when a candidate is not in compliance or failure to resolve the situation to be in compliance with the rules. The situation must be resolved within 24 hours of the candidate being notified.

*Minor Violations shall include:*
- Unlawful removal of campaign materials
- Failure to abide by the provisions in Campaign Conduct
- Failure to abide by provision in Posters
- Failure to abide by provisions in Other Campaign Materials
- Failure to submit Financial Statements

**Moderate Violation:** A moderate violation is an occurrence of failure to abide to rules and regulations that only have a direct impact to the candidate who committed the violation.

*Moderate Violations shall include:*
- Obstructing the Elections Committee in the discharge of duties
- Setting up an unauthorized polling location
- Not removing campaign materials in time
- Failure to abide by provisions in Campaign Spending Limits
**Major violation:** A major violation is an occurrence of failure to abide to rules and regulations that have direct impacts on other candidates or voters.

**Major Violations shall include:**
- Falsification of paperwork required by the Elections Code.
- Destruction of campaign/non-campaigning materials
- Getting within 3ft of a person while voting
- Submitting a frivolous violation against another candidate
- Using force, threat, or unlawful means to hinder, deter, or obtain a vote
- Use of any bribe, reward, or anything of value in exchange of a vote

**Severe Violations and Grounds for immediate disqualification:**
- A significant violation of the Student Code of Conduct.
- Violating any applicable federal or state law
- Aiding an ASUWB member in fraudulent voting
- Failure to attend or send a proxy to the mandatory candidates’ meeting

***Violations include but are not limited to those listed in this packet. The Elections Committee reserves the right to impose other penalties for violations.***

**Section XVI: 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 Division of Student Affairs staff serves as a non-voting, ex-officio member of the committee.
Meet the Elections Committee

We are here to support you. Please do not hesitate to ask if you have any questions!

Emelie Klott  
Sophomore

Nora Abdi  
Junior

Roni Bass  
Junior

Vannie Cao  
Junior

Maria Raza  
Junior

Aaron Yared  
ASUWB Director of Government Relations

Caleb Lohrmann  
Parliamentarian  
Elections Committee Chair  
asuwbpar@uw.edu

Erick Yanzon  
Elections Committee Adviser (non-voting)  
yanzone@uw.edu  
ARC- 140

Sam Al-Khoury  
Elections Committee Adviser (non-voting)  
sea2@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 A: **ASUWB Constitution**
Full document found at: [http://www.bothell.washington.edu/asuwb](http://www.bothell.washington.edu/asuwb)

*These appendices may not show the complete document, website, or policy. See provided web links for full and accurate information.

**Article V - Elections and Hiring**

1. Election operations and regulations that are not mentioned below shall be defined within the ASUWB Bylaws.
   a. Elections shall be operated by the Elections Committee, which shall be chaired by the ‘Parliamentarian’ role.
   b. Elections for ASUWB shall occur in the Spring Quarter of the Academic Year.
   c. The Elections Committee shall have complete jurisdiction over the elections to ensure that they are fair and just.
   d. The Elections Committee shall be composed of, but not limited to:
      i. The ‘Parliamentarian’ role.
      ii. A non-voting adviser appointed by the administration of UW Bothell.
      iii. One ASUWB member who is unable to attain any ASUWB or ASUWB Staff position past their current term.
      iv. At least four members of the Associated Students who shall be members at-large
Appendix B: **ASUWB Bylaws**
Full document found at: http://www.bothell.washington.edu/asuwb

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

1. **ARTICLE I - ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON BOTHELL**

1. **Structure**
   a. The ASUWB Executive Board whom shall consist of:
      i. A President, a Vice-President, a Director of Government Relations, a Director of Community Relations, a Director of Marketing, a Director of Internal Affairs, and a Director of Student Advocacy; ii. The ASUWB Advisor(s) who shall serve as an ex-officio member(s).
   b. The ASUWB Senator whom shall consist of:
      i. Two Outreach Senators, Two Student Advocacy Senators, a Internal Affairs Senator.
   c. The ASUWB Staff whom shall consist of:
      i. A hired Parliamentarian, a hired Treasurer, a hired Legislative Liaison, whom shall be non-voting members;
   d. The UWB Leadership Program whom shall consist of:
      i. Appointed UWB Leaders who shall be non-voting members.
   e. Any ASUWB sanctioned Committee(s) or Council(s);

2. **ARTICLE II - DUTIES OF THE ASUWB EXECUTIVE BOARD**

1. **Executive Board Duties**
   a. It shall be the duty of all ASUWB Executive Board Members to:
      i. Attend ASUWB meetings and trainings;
      ii. Attend all Tri-Campus Meetings with UW Seattle and UW Tacoma;
      iii. Vote on legislation and action items that come up at ASUWB meetings; iv. Attend weekly and quarterly meetings with an ASUWB Advisor;
      v. Administrative duties shall be vested in the ASUWB Executive Board;
      vi. Represent and advocate for the needs of the Associated Students;
      vii. 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 members;
viii. Maintain nineteen and a half (19.5) hours of work per week while ensuring that all work is completed;
ix. Submit written reports to the Director of Marketing within the first two (2) weeks of the following quarter;
x. Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus; and
xi. Uphold and honor the ASUWB Mission Statement.

2. Legislative Duty of the ASUWB Executive Board

a. Resolution Adoption Process:
   i. Proposal:
      1. Resolutions may be proposed by any member of the ASUWB or by initiative as established in the ASUWB constitution.
   ii. Approval:
      1. Resolutions are enacted by the approval of a simple majority of the ASUWB. All resolutions take effect immediately upon approval, unless otherwise specified by the legislation.

b. It shall be the duty of the ASUWB President, with the aid of the ASUWB, to distribute all ASUWB legislative statements.
c. Legislation should be distributed prior to the next meeting of the ASUWB or three weeks after its final passage, whichever is earlier.

3. 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.

4. Vice-President

b. 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.

5. Director of Community Relations

a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Director of Community Relations to:
i. Attend City of Bothell business meetings;
ii. Attend City of Bothell Chamber of Commerce meetings;
iii. Attend local business organization meetings; iv. Attend committees concerning parking or student transportation;
v. Attend committees concerning food options or issues;
vi. Manage relations with businesses for networking events or student discounts;
vii. Coordinate with local citizens or organizations to establish community service projects;
viii. 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.

6. Director of Government Relations

a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Director of Government Relations to:
   i. Advance the Associated Student’s Legislative Agenda;
   ii. Operate civic engagement initiatives; iii. Organize and implement legislative events both on campus and in Olympia; iv. Serve as the legislative liaison for local, state, and federal affairs by regularly meeting, corresponding, and building relationships with local, state, and federal legislators;
   v. Serve as legislative liaison working with Cascadia Student Government, University of Washington Seattle and Tacoma Student Governments; vi. Serve as the ASUWB Representative on the WSA Board of Directors;
   vii. Participate in the success of the UW Bothell legislative affairs committees;
   viii. Supervise the work of the Legislative Liaison; ix. Meet:
      1. At least monthly with the UW Bothell Assistant Vice Chancellor of Government and Community Relations
      2. Quarterly with the University of Washington Office of Federal Relations
   x. 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;
      2. In exceptional cases, when granted by the ASUWB.
7. Director of Student Advocacy

a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Director of Student Advocacy to:

i. Serve on all committees concerning diversity, student health, and academic affairs.

ii. Serve as an ad hoc liaison between students, administration, and faculty on all issues concerning diversity, student health, and academic affairs.

iii. Serve as the premiere advocate for on-campus student issues as they arise; iv. Conduct student need or interest assessments at least once per quarter to guide team priorities;

v. Facilitate ad hoc town halls for students;

vi. Collaborate with the Student Advocacy Senators in carrying out the above duties;

vii. 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.

8. Director of Outreach and Marketing

a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Director of Marketing to:

i. Create, distribute, and maintain all information collected from sources across and beyond campus to the Associated Students by:

1. Drafting statements, publicizing, and updating the ASUWB webpage, email, social media, and any other form of communication;

2. Maintaining relationships with the UW Bothell Office of Advancement and External Relations;

ii. Post the ASUWB Public Meeting Agenda at least 72 hours in advance of the Public Meeting; iii. Organize the ASUWB Distinguished Faculty and Staff Awards and maintain the Student of the Month Award;

iv. Coordinate and publish Executive Board Reports;

v. Manage and serve as the primary contact for the Holly the Husky Program;

vi. Serve on all committees concerning marketing or public relations;

vii. Collaborate with the Outreach Senators in carrying out the above duties;

viii. 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.
vii. 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.

3. **ARTICLE III - DUTIES OF THE SENATORS**

1. **Senator Duties:**
   a. It shall be the duty of all ASUWB Senators to:
      i. Attend ASUWB meetings and trainings;
      ii. Vote on legislation and action items that come up at ASUWB meetings;
      iii. Attend weekly and quarterly meetings with an ASUWB Advisor;
      iv. Represent and advocate for the needs of the Associated Students;
      v. Follow up with students about specific issues and needs and direct comments to the appropriate administration, faculty, or staff member with the help of other ASUWB members;
      vi. Maintain ten (10) hours of work per week while ensuring that all work is completed;
      vii. Submit written reports to the Director of Marketing within the first two (2) weeks of the following quarter;
      viii. Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus; and
      ix. Uphold and honor the ASUWB Mission Statement.

2. **Outreach Senator**
   a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Outreach Senator to:
      i. Collaborate with other members of the ASUWB to market ASUWB initiatives, goals, and projects;
         1. This shall include but is not limited to:
            a. Tabling with Directors on ASUWB projects or initiatives;
            b. Facilitating forums with student interest groups;
            c. Attending classrooms or club meetings with Directors to help advertise ASUWB projects or initiatives.
      ii. Collaborate with the Director of Marketing in accomplishing marketing or outreach duties;
      iii. Schedule and hold two (2) 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.

3. Student Advocacy Senator

   a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Student Advocacy Assistant to:

      i. Collaborate with the Director of Student Advocacy in sitting on committees and organizing town halls that correspond with the duties of the Director of Student Advocacy.

         1. This shall include but is not limited to:

            a. Tabling with the Director of Student Advocacy to conduct campus assessments;
            b. Facilitating forums with student interest groups;
            c. Attending classrooms with the Director of Student Advocacy.

      ii. Schedule and hold two (2) 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.

4. ARTICLE IV - DUTIES OF THE ASUWB STAFF

1. ASUWB Staff Duties:

   a. It shall be the duty of all ASUWB Staff to:

      i. Attend weekly and quarterly meetings with an ASUWB Advisor;
      ii. 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 members;
      iii. Submit written reports to the Director of Marketing within the first two (2) weeks of the following quarter;
      iv. Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus; and
      v. Uphold and honor the ASUWB Mission Statement.

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 In exceptional cases, when granted by the ASUWB

3. Legislative Liaison

   a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Legislative Liaison to:
      i. Advocate for the approved ASUWB Legislative Agenda in Olympia;
      ii. Explicitly deliver the will and message of the ASUWB in Olympia to necessary individuals;
      iii. Adhere to the hiring or job standards approved by the Director of Government Relations; iv. Execute the plan set forth by the Director of Government Relations;
      v. Meet once with the Associate Vice Chancellor of Government and Community Relations; vi. Deliver a mid-session review in person to ASUWB,
      vii. Provide an end-of-legislative-session report to ASUWB;

4. 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.

5. Student Assistant
   a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Student Assistant to:
      i. Record minutes and send the minutes to the Director of Outreach and Marketing to be publicly posted after it has been approved by the Parliamentarian.

5. ARTICLE V - UWB LEADERSHIP PROGRAM

1. UWB Leaders’ Duties:
   a. Attend committees the individual is appointed to serve on.
   b. Record and report findings to Executive meetings.
   c. Attend training and mentorship organized by the ASUWB Executive Board.
   d. Act as brand ambassadors of the ASUWB.
   e. Outreach to students for discussions around campus.
   f. 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 members.
   g. Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus.
   h. Uphold and honor the ASUWB Mission Statement.

2. UWB Leaders Appointment Process:
a. The UWB Husky Leaders shall be appointed during the first two weeks of each academic quarter by the Director of Internal Affairs and an ad hoc hiring committee.
   i. Standards for hiring:
      1. The needed quantity of students to sit on committees;
      2. The quality of the candidate in relation to other applicants.

b. UWB Leader candidates shall be confirmed by a majority ASUWB vote to complete the hiring process.

c. There will be no maximum number of UWB Leaders accepted every quarter.

6. ARTICLE VI - STANDARDS FOR SEEKING AND HOLDING OFFICE

1. Standards

a. Any member of ASUWB shall be eligible for any election or administrative appointment upon the requirements of that office.
   i. Executive Board Elected Members:
      1. President
      2. Vice-President
      3. Director of Outreach and Marketing
      4. Director of Internal Affairs
      5. Director of Student Advocacy
      6. Director of Community Relations
   ii. Executive Board Hired Members:
   iii. All Senator positions shall be elected except for filling vacancies after the election has elapsed.
   iv. All ASUWB Staff shall be hired.

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 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 position; vi. Attend all public ASUWB meetings during the Fall, Winter, and Spring Quarters and adhere to Absences rules within these Bylaws; 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.

2. Absences

a. An absence is defined as missing an ASUWB meeting or tardiness of more than 15 minutes from the Call to Order, or otherwise departing early from an ASUWB meeting without the advance approval of the President.
b. ASUWB 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.
c. Absences shall be recorded in the meeting minutes after fifteen minutes has elapsed from the beginning of the meeting, which shall be publicized after each ASUWB meeting.
d. The President shall work with the ASUWB Advisors on excused and unexcused absences of the President.

7. ARTICLE VII - VACANCIES

1. Resignation

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

2. 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 will determine whether an application process or special election process is pursued.
i. If a special election is chosen, the Elections Committee will convene to manage the special election.
ii. If an application process is chosen:
   1. The position must be broadly and thoroughly advertised over the course of no fewer than ten (10) full normal class days;
   2. An ad hoc hiring committee, chaired by the Director of Internal Affairs if available, must review all applications and select candidates for interviews;
   3. An official simple majority vote of the ASUWB will select a finalist candidate to fill the position.

8. ARTICLE VIII - TRANSITION

1. Policies and Guidelines:
   a. 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. Each incumbent representative must fully provide the details of their position to the representatives elect.
   c. One-on-ones shall be scheduled between incumbent representatives and their respective representatives elect to further transfer transition information.
   d. This transition process must be completed before the end of the incumbent ASUWB’s term.

9. ARTICLE IX - MEETINGS OF THE ASUWB

1. Order of ASUWB Business and Chairperson
   a. 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 shall be chosen by simple majority vote.
      iv. The Chair shall develop standards for adhering to Robert’s Rules of Order within the meeting.

2. Meeting Procedures and Records
   a. All meetings shall:
      i. Be conducted in accordance with Robert’s Rules of Order; ii. Consist of a quorum defined as a simple majority of the voting members of the ASUWB. iii. All actions of the ASUWB shall:
         1. Follow Robert’s Rules of Order;
         2. Be posted on the agenda in accordance with the Open Public Meetings Act.
3. All minutes of the ASUWB 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.

3. Regular Meetings
   a. Regular meetings shall occur once per week and be held throughout each of the Fall, Winter, and Spring quarters.
   b. It shall be the duty of the ASUWB President to verify the ASUWB meeting schedule and location;
   c. Meetings shall be at least two hours long;
   d. Additional meetings may be held if deemed necessary by the ASUWB President or by a majority vote of ASUWB.
      i. These meetings shall be subject to the Special Meeting provisions of the Open Public Meetings Act.
   e. 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).
   f. Desired agenda items must be sent to the President twenty-four (24) hours before the seventytwo (72) hour cutoff that is required by the Open Public Meetings Act.
   g. Final disposition shall not be taken on any matter other than those specified in the written notice at such meetings, unless the ASUWB votes to add action items in extreme circumstances.

4. Special Meetings
   a. Special meetings of the ASUWB may be called at any time by the President or by a simple majority vote by current voting members of the ASUWB 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.
   d. A copy must also be forwarded to the University of Washington Office of Public Records.
5. Executive Sessions

a. The ASUWB 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:
b. Receiving and evaluating complaints or charges involving officers or employees of the ASUWB;
c. Evaluating the qualifications of an applicant being considered for hire or appointment to a position with the ASUWB; or
d. Discussing current potential litigation to which an officer or employee of the ASUWB is a party and when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence.

10. ARTICLE X - APPOINTMENT OF STUDENTS TO COMMITTEES

1. Appointment Procedure and Rules

a. In order to ensure fair, consistent and timely appointments of UW Bothell students to committees, the ASUWB shall:
   i. Designate a representative to sit on any and all committees that address student concerns; and
   ii. When appropriate, broadly publicize for at least one (1) student at large to sit on committees that address student concerns via an application process.

b. The ASUWB shall vote to approve final student appointments.
   i. A designated ASUWB member shall notify the appointed student(s) and other applicants regarding the appointment decision.

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

d. The ASUWB may vote to remove appointed students from committees at any time.

11. ARTICLE XI - ASUWB SPECIAL COMMITTEES

1. The Elections Committee, Services and Activities Fee Committee, and the Student Technology Fee Committee operate under normative conditions that in practice exempt them from the standard committee member approval process. Therefore, these committees shall submit recommended candidates that the ASUWB and other necessary parties shall approve.

2. Elections Committee

a. Duties and Responsibilities:
   i. The ASUWB Elections Committee is responsible for managing the elections process for all elections of the ASUWB;
ii. Is empowered by the ASUWB to adequately, fairly, and transparently run elections that include a broad portion of the student body through extensive advertising and publication;

iii. Shall convene regular meetings no later than Winter quarter for the annual elections process;

iv. Broadly publicize the opportunity to sit as a member of the Elections Committee to the student body; and

v. Members of the current Elections Committee may be involved with an application process if the ASUWB votes to open an application for a vacant position instead of holding an election or special election.

b. Guidelines:

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

ii. The Elections Committee is responsible for developing and implementing elections policies and procedures.

iii. At minimum, the Elections Committee must establish policies and procedures regarding:

   1. Promotion of an election schedule, all available positions, and application procedures;
   2. Campaigning rules, including posting regulations, spending limits, consequences for campaign violations, and the Open Forum or Candidate Panel; 3. Locations of voting stations; and 4. Voting days and hours.

c. The Elections Committee shall consist of:

   i. The Parliamentarian

   ii. No fewer than five (5) currently enrolled University of Washington Bothell students who are not seeking election in that election cycle;

   iii. One (1) professional staff or faculty advisor who will serve as a non voting member of the committee and who shall be appointed by the ASUWB;

   iv. The ASUWB shall designate at least one (1) representative who is not seeking reelection to sit on the ASUWB Elections Committee only as non voting ex-officio member(s);

3. Services and Activities Fee Committee

   a. The Services and Activities Fee Committee (SAF) 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.

b. Guidelines:
i. 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.

c. Committee Structure:

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

   ii. Additional members may be appointed to SAF as non-voting ex-officio members.

   iii. Members of the SAF Committee shall be appointed by the ASUWB.

   iv. Members are appointed through an application process and require a simple majority vote of the ASUWB.

   v. The Chancellor of the UW Bothell shall make a final approval of the members voted into the SAF Committee by the ASUWB.

4. Student Technology Fee Committee

   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.

   b. Guidelines:

      i. 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, Board of Regents, and the Committee Bylaws.

      ii. The UW Bothell STF Committee shall recommend to the ASUWB an amount to be set as the technology fee and the uses of that fee.

      iii. Following the Regents’ decision setting the Student Technology Fee, 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.

   c. Committee Structure

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

      ii. Other committee structure rules shall operate as subject to the STF Committee Bylaws.

12. ARTICLE XII - ELECTIONS AND HIRING PROCESS

1. The ASUWB General Election shall be held during the first six (6) 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.

   a. All hiring processes for ASUWB members, except for the Legislative Liaison and filling vacancies, shall run concurrently with Spring Elections.

2. Any member of the ASUWB or of the Associated Students shall be eligible for any election or administrative appointment contingent upon the requirements of that office.
3. Candidates must abide by all applicable local, state, and federal laws, and University policies including posting guidelines and computer use regulations.

4. All candidates must attend a mandatory meeting prior to the beginning of the campaigning period.

5. The committee shall designate no fewer than ten (10) class days during which candidates may campaign.

6. Voting must be open for no fewer than three (3) school days.

7. The Parliamentarian shall inform the candidates and general campus community of the results of elections within five (5) class days following the certification of the results.

8. 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.

13. ARTICLE XIII - ASUWB TRANSPARENCY

1. 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.
   b. The contents of the quarterly report must be approved by a unanimous vote of the ASUWB.
   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.

14. ARTICLE XIV - AMENDMENT OF THESE BYLAWS

1. Amendment Procedure
   a. An amendment of these Bylaws requires a two-thirds (2/3) majority vote of the ASUWB.
   b. An amendment of these Bylaws will take effect the quarter following the time at which the change was adopted unless otherwise specified.

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.
(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 2/3 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.

Section III Senate Structure
(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 for Senators without review from the greater membership of ASUWB.
(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.

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.
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.

Section IV

President

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; (j) Meet:

At least monthly with the Chancellor of UW Bothell;

Weekly with the advisor(s) of the ASUWB Student Government;

Attend meetings in place of the Vice President if the Vice President is unable to;

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;
(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:
   (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

(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 ASUWB Student Government.

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
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:

(i) Be signed by the ASUWB Student Government member being considered for removal from office, the ASUWB President, ASUWB Vice President, and an ASUWB Advisor;

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

(iii) 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.

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

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

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

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

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

(g) 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:

(i) Be conducted in accordance with Robert’s Rules of Order, Newly Revised; and

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

(b) All actions of the ASUWB Student Government shall:


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

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

(c) 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.

(i) 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.

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.

(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.
Section II  Guidelines
(a) 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.

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.

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

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.
Appendix C: **UW Environmental Health and Safety Policy**  
Found online at: [http://www.ehs.washington.edu/ohs/foodsafety.shtm](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.

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**Food Safety**

**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 206-543-7209 or 206-616-1623.
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.

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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.

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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.

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

Found online at: [http://www.washington.edu/itconnect/work/appropriate-use/](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**

*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](http://www.washington.edu/itconnect/work/appropriate-use/).

Further information can be found at the [Washington State Ethics Board](http://www.washington.edu/itconnect/work/appropriate-use/)’s website.

Also for your information, a memorandum on [Use of Public Funds/Facilities on Election Campaigns](http://www.washington.edu/itconnect/work/appropriate-use/) is available from Washington State Attorney General General’s Office.

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

### 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. 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.

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 Millenium Copyright Act) Information
- Unauthorized Distribution of Copyrighted Material on the UW network
- Allegations of copyright infringement can be sent to uwdmca@u.washington.edu

Student use of UW computing resources

The University of Washington provides computing resources, such as electronic networking services, to students for the primary purpose of facilitating student academic activity, but also for their personal use as long as such uses do not violate applicable laws and University policies. This guidance informs University students on the limitations relating to the use of University's electronic network services or computing resources.

Students are responsible and accountable for how their UW NetID, computer, network device and computing resources are used. This includes information that originates from any device used by a student to connect to the
University's network, or access attributed to a student’s use of the network. Students shall follow all applicable laws, regulations and University policies. This includes legal limitations related to using, accessing or sharing any material that is considered illegal or obscene under federal or state law.

The following uses are prohibited:

A. Using the University's network or credentials in a way that violates Chapter 478-120 WAC, Student Conduct Code for the University of Washington, specifically related to computer abuses noted in Chapter 478-120-024 WAC.

B. Using the University's network to set up, provide or support a public-facing service that is unrelated to student academic activities.

C. Engaging in denial-of-service attacks or other activities that consume excessive amounts of bandwidth or otherwise degrade network access.

D. Running a business or ecommerce platform using University network resources.

E. Sending spam or unwanted bulk emails.

F. Communicating with an individual that has specifically requested not to receive communication from you.

G. Cyberstalking.

H. Phishing, pharming or social engineering.

I. The attempt to obtain or obtaining the password(s) or login credential(s) to resources or accounts that are not assigned to you or for which you are not authorized. J. Session hijacking or man-in-the-middle attacks.

K. Traffic proxying.

L. Network scanning, probing or sniffing.

M. Exploiting or attempting to exploit security vulnerabilities on systems or network devices that are not yours.

N. Using unauthorized IP addresses, or circumventing systems that enforce network access, management or quotas.

O. Sharing or exposing your personal UW NetID password.

P. Using a computer or user account (UW NetID, department account, etc.) for which you are not authorized.

Q. Using the registration system in any way other than to register yourself into sections that you intend on taking, or using a script, robot or other automated tool to submit registrations requests. R. Violating copyrights.

Appendix E: University Posting Policy
Found online at: https://www.uwb.edu/getattachment/administration-planning/services/procedures/8-11posting-signs-flyers-3-24-16.pdf
*These appendices may not be the complete text due to space limitations. See provided web links for full and accurate information.

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 flyers 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
<table>
<thead>
<tr>
<th>Location</th>
<th>Poster Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UW2 1st Floor:</strong></td>
<td></td>
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<tr>
<td>East wall</td>
<td>University &amp; General Information</td>
</tr>
<tr>
<td><strong>UW2 2nd Floor:</strong></td>
<td></td>
</tr>
<tr>
<td>East wall</td>
<td>University &amp; General Information</td>
</tr>
<tr>
<td><strong>UW2 3rd Floor:</strong></td>
<td></td>
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<tr>
<td>Southwest wall</td>
<td>UWB Education <strong>restricted</strong></td>
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<tr>
<td>Northeast wall</td>
<td>UWB Graduate Studies <strong>restricted</strong></td>
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<tr>
<td><strong>ARC Lower Level:</strong></td>
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<td>Front door elevator</td>
<td>University Information</td>
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<tr>
<td><strong>ARC 1st Floor:</strong></td>
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<tr>
<td>Front door elevator</td>
<td>University Information</td>
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<td><strong>ARC 2nd Floor:</strong></td>
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<td>Front door elevator</td>
<td>University Information</td>
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<td></td>
<td><em>Please note that ARC may be changing/adding posting locations throughout Spring Quarter, 2016</em></td>
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<tr>
<td><strong>Husky Hall</strong></td>
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<tr>
<td>Multipurpose room</td>
<td>University Information</td>
</tr>
<tr>
<td>West vending machines</td>
<td>University &amp; General Information</td>
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<tr>
<td>Southwest wing</td>
<td>University &amp; General Information</td>
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<tr>
<td>Southeast wing</td>
<td>University &amp; General Information</td>
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<tr>
<td>East wing</td>
<td>University Information</td>
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<tr>
<td><strong>Discovery Hall 1st Floor</strong></td>
<td></td>
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<tr>
<td>Main area north end</td>
<td>University &amp; General Information</td>
</tr>
<tr>
<td><strong>Discovery Hall 2nd Floor</strong></td>
<td></td>
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<tr>
<td>Northeast Restrooms</td>
<td>University &amp; General Information</td>
</tr>
<tr>
<td>Northeast elevators</td>
<td>University &amp; General Information</td>
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<tr>
<td>Northwest wall</td>
<td>University &amp; General Information</td>
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<tr>
<td><strong>Discovery Hall 3rd Floor</strong></td>
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<tr>
<td>Northwest wall</td>
<td>University Information</td>
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<tr>
<td>Northeast Restrooms</td>
<td>University &amp; General Information</td>
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<tr>
<td><strong>Discovery Hall 4th Floor</strong></td>
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</tr>
<tr>
<td>Northwest wall</td>
<td>University &amp; General Information</td>
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</table>
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)**
Appendix G: Advertising/Posting Policy for UWB Student Housing
Found online at: http://www.uwb.edu/getattachment/housing/current-residents/docs/uwb-housingadvertisment-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 uwbhvcncc@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

**Glitter:** Glitter or mylar confetti is not allowed in the ARC.
**Hallway and Stairways:** In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items.