



**2021 SPRING ELECTIONS**

**CANDIDATE'S PACKET**

**Last revised: 4/26/2021**

## Major Changes to the 2021 Elections

- **Raffling** is prohibited and defined as offering a prize for or incentivizing participation in any elections process through any sort of drawing.
- **Tickets** are defined as two or more candidates working together on their campaign effort and are not recognized by the Elections Committee. “Not recognized” means the Elections Committee will not publicize any material relating to tickets. Candidates may not share resources with other candidates. Resources include, but are not limited to, the pooling of campaign finances, plagiarizing or slightly altering another candidate’s slogan and/or promotional materials (ie. banners, posters, buttons, etc.) and passing them on as your own.
- **Endorsements** are not recognized by the Elections Committee and are defined as any action or statement by a student individual, organization, club, or group, that publicly provides support for the election of a specific candidate. “Not recognized” means the Elections Committee will not publicize any material relating to endorsements.
- **Bribery** is prohibited and defined as giving or receiving something of value in exchange for influence or action which one would have otherwise not received (this includes but is not limited to food, money, and gifts).
- **Food** is not allowed to be distributed in any capacity while campaigning, including but not limited to candy, drinks, fresh fruit, or baked goods.
- **Campaigning** there are a variety of changes to the rules and regulations regarding how and when candidates may campaign, please see [Section XI](#) for the full list of campaign procedures and allowances.
- **Violations** have a new system of evaluation and resulting consequence, please look at [Section XIV](#) for details on how the Elections Committee will determine the severity of complaints and violations.

# **ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON BOTHELL 2021 ELECTIONS POLICIES AND PROCEDURES**

*The following is adopted as the Elections Policies and Procedures in the 2021 ASUWB Spring Election, and future elections until new policies and procedures are approved. It is the responsibility of candidates, ballot measure advocates, each of their affiliates, and agencies of ASUWB to comply with this document. Failure to comply may result in penalties assessed in accordance with these policies and the ASUWB Constitution and Bylaws. This document is adopted pursuant to the ASUWB Constitution and Bylaws, which supersede in any discrepancy with this document. A violation and the resulting consequences are determined by the Elections Committee, all Candidates and volunteers are responsible for knowing and understanding the information in this packet and must abide by the outlined rules.*

## Table of Contents

Section I: Introduction to the Elections Committee.....	5
Section II: 2021 ASUWB Elections Calendar	8
Section III: Definitions and Dates	9
Section IV: Fair Campaign Practices Statement	11
Section V: Candidacy	12
Section VI: Write-In Candidates	13
Section VII: Campaign Finance	14
Section VIII: Tickets	15
Section IX: Endorsements	16
Section X: Withdrawals from Candidacy	17
Section XI: Candidate Application Process	18
Section XII: Campaigning	19
Section XIII: Polling	21
Section XIV: Posting Guidelines	22
Section XV: Violations and Complaints Procedures	23
<b>Appendices</b>	<b>25</b>
Appendix A: ASUWB Constitution	25
Appendix B: ASUWB Bylaws	31
Appendix C: University Posting Policy	54
Appendix D: University Guidelines for the use of UW Computing and Networking Resources	57
Summary	57
Know the rules	58
Protect your data and UW data	59
Appendix E: Student Code of Conduct WAC (Washington Administrative Code)	62
Appendix F: Advertising/Posting Policy for UWB Student Housing	62
Appendix G: Posting Policy for the Activities & Recreation Center (ARC)	64

## Section I: Introduction to the Elections Committee

Dear 2021 ASUWB Elections Participants,

I'm thrilled to have you participate as prospective leaders in the 2021 ASUWB Elections! These positions are an exceptional opportunity to represent, serve and assist the Associated Students of the University of Washington Bothell. More than ever this year I'm excited to continue to uphold our campus' commitment to Diversity, Equity, and Inclusion by ensuring a fair and equitable Elections process that enables all UWB students an opportunity to participate. Throughout this process, the Elections Committee and I will be here for you at every step, and you are encouraged to reach out with any questions pertaining to the elections packet, procedures, or ASUWB at [asuwbpar@uw.edu](mailto:asuwbpar@uw.edu).

Beginning this year, there are a few key changes to the Elections moving forward. To start, violations and their severity level will be determined at the discretion of the Elections Committee. Additionally, endorsements and tickets are not recognized by the Elections Committee or ASUWB. This means that candidates will not be prevented from forming tickets, getting endorsements, or publishing their tickets and endorsements on their own campaign materials; however, neither the Elections Committee nor ASUWB will publicize endorsements or tickets for candidates on any website, social media channel, ballot, voters guide, or other materials.

While this packet cannot cover every possible instance and occurrence in which an Election is conducted, it does provide the groundwork for the Elections Committee to work collaboratively with the candidates. Navigating through the Table of Contents, there are clear and defined steps for each part of the process.

Due to the current pandemic, this year's entire Election process will be conducted virtually. The Elections Committee is committed to making this Election accessible to and inclusive of the entire student body, including candidates, and will be providing resources to assist candidates in their campaigning and outreach efforts.

As Parliamentarian, I operate from a nonpartisan perspective to ensure that the Election in its entirety is just and fair for the students here at UW Bothell. Together with the Elections Committee, we provide a multifaceted approach to officiating the Election and guiding candidates through the Election process. in a way that promotes fairness, diversity of opinions, and respect for all individual student identities at UW Bothell while participating in the Election. Supporting candidates can come in the form of answering questions about the guidelines of campaigning or providing clarification on the violations system, but the cornerstone of our Elections Committee is to be here, to support you, the candidates! Again, please do not hesitate to reach out [asuwbpar@uw.edu](mailto:asuwbpar@uw.edu).

Sincerely,

Evelynn Michaud-Spangler

Parliamentarian | Elections Committee Chair

Associated Students of the University of Washington Bothell

## **MEET THE ELECTIONS COMMITTEE**

*The Elections Committee is driven to conduct a fair, just, ethical, and accessible elections process for the Associated Students of the University of Washington Bothell. We are here to support you. Please do not hesitate to ask if you have any questions!*

**Evelynn Michaud-Spangler** – Elections Committee Chair - [asuwbpar@uw.edu](mailto:asuwbpar@uw.edu)

**Marco Lizarraga** - ASUWB representative and Elections Committee Co-Chair (non-voting member)

**Lina Alrouk** - Elections Committee Member

**Michael Ugrin** - Elections Committee Member

**Moura Ghattas** - Elections Committee Member

**Mason Kim** - Elections Committee Member

**Billy Hager-DeMyer** - Elections Committee Adviser (non-voting)

## **ELECTIONS COMMITTEE DUTIES**

1. The Elections Committee is given authority by the ASUWB Constitution and Bylaws (see [Appendix A](#) and [B](#)). It will make decisions regarding the eligibility of candidates according to the ASUWB Constitution and Bylaws. The Elections Committee will be responsible for determining the severity of violations, corresponding consequences, arrange for public facing opportunities for the candidates, and certify election results.
2. The Committee consists of five or more students appointed by the ASUWB Executive Council; no member may be seeking election or campaigning on behalf of any candidate. (A) A non-voting adviser appointed by the administration of UW Bothell. (B) The Parliamentarian (C) One ASUWB Member who is unable to attain any ASUWB position past their current term (D) At least four members of the Associated Students of University of Washington Bothell.
3. The general administration, marketing, and certification of each election is vested in the Elections Committee. The Elections Committee shall discharge these duties fairly and impartially, without attempt to benefit or harm any candidate or ballot measure.
4. The Elections Committee may issue candidates or ballot measure advocates orders to cease and desist in any action which may give rise to a violation of this Elections Packet & Procedures, and failure to comply with such orders may be used as evidence of intent in any subsequent complaint under this Elections Packet and Procedures.

## Section II: 2021 ASUWB Elections Calendar

DEADLINE OR EVENT	DATE
ASUWB Elections Registration Form is Live	March 10th, 9AM
Candidate Informational Session (Zoom ID:267 857 3697)	April 8th, 11:00AM – 12:00 PM, Zoom
Candidate Informational Session (Zoom ID:267 857 3697)	April 8th, 2:00PM-3:00PM, Zoom
Candidate Informational Session (Zoom ID: 267 857 3697)	April 9th, 11:00- 12:00 PM, Zoom
Deadline for ASUWB Elections <a href="#">Registration Form</a>	April 26 <sup>th</sup> , 11:59 PM
Conduct grade check for candidate eligibility	April 27 <sup>th</sup> , 5:00 PM
Mandatory Candidate Orientation (Zoom ID: 267 857 3697)	April 28 <sup>th</sup> , 12:30PM-2:30PM, Zoom
<a href="#">Campaigning</a> Begins	May 3 <sup>rd</sup> , 9:00 AM
Deadline for <a href="#">Withdrawal from the Election</a>	May 5 <sup>th</sup> , 11:59 PM
<a href="#">Voting</a> Begins	May 10 <sup>th</sup> , 9:00 AM
<a href="#">Campaigning &amp; Voting</a> Ends	May 14 <sup>th</sup> , 11:59 PM
Candidates removal of <a href="#">Campaigning materials</a> (does not apply to virtual campaigning)	May 15 <sup>th</sup> , 11:59 PM
Deadline for <a href="#">Campaign Finance Forms</a>	May 16 <sup>th</sup> , 11:59 PM
<a href="#">Complaint Forms</a> Submission Deadline	May 17 <sup>th</sup> , 11:59 PM
Soft Release of Elections Results	May 19 <sup>th</sup> , 5:00 PM
Deadline for Write-in Candidates ASUWB Elections <a href="#">Registration Form</a>	May 20 <sup>th</sup> , 5:00 PM
<a href="#">Hard Release of Election Results</a>	May 24 <sup>th</sup> , 5:00 PM

### Section III: Definitions and Dates

1. Except when otherwise specified in this document, the following terms and any of their corresponding forms are interpreted with the following meaning when used in this document.
  - a. **Affiliate(s)** are designated representatives for a candidate and any violation by an affiliate is that of the candidate they represent.
  - b. **Ballot** is defined as the individual vote or the mechanism of voting facilitated by the ASUWB Elections Committee from the students for candidates, Constitutional amendments, revisions, and measures.
  - c. **Ballot Measure** means an initiative, referendum, or constitutional amendment to be approved or rejected by eligible voters in the ASUWB Election.
  - d. **Ballot Measure Advocate** means a person who advocates for or against the passage of a ballot measure
  - e. **Bribery** is giving or receiving something of value in exchange for influence or action which one would have otherwise not received (this includes but is not limited to food, money, and gifts).
  - f. **Campaign Affiliate** is defined as a UW Bothell student who promotes a candidate or ballot measure.
  - g. **Campaign Manager** is defined as a UW Bothell student who has been appointed by a 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 possible official representatives for their candidates aside from the candidates themselves.
  - h. **Campaign materials** are defined as any material promoting a candidate or ballot measure. Including but not limited to, goods or services, such as flyers, buttons, apparel, stickers, posters, electronic/social media, or communication such as conversations, messages, speeches, or public activity used to promote a candidate or ballot measures.
  - i. **Campaigning** is defined as publicizing, promoting, or distributing 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.
  - j. **Candidate** is defined as anyone seeking an elected ASUWB position who complies with the requirements of the office and completed an application to participate in the election.
  - k. **Cease-and-desist** is defined as a request to stop a campaign from continuing a specific behavior, act, or practice, or a complaint will result.
  - l. **Complaint** is defined as an official form, submitted to the Elections Committee, describing an alleged violation of the policies and procedures of this election packet.
  - m. **Complainant:** The party, group or person seeking to file a complaint.
  - n. **Copyright infringement** is defined as reproducing, deriving works based on, 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.

- o. **Disqualification** occurs when an individual has been found responsible for multiple minor or moderate violations, or a single major violation submitted by official complaint, that makes them ineligible for ASUWB office. Disqualification is determined by the Elections Committee.
- p. **Donation** is any item discounted or freely provided that a candidate or ballot measure is using explicitly and solely for campaigning and an average candidate would have to pay for.
- q. **Endorsement** is any action or statement by a student individual, organization, club, or group, that publicly provides support for the election of a specific candidate.
- r. **Fair Market Value** is the average selling value of the same or a similar product on the market, to be determined commonly between candidates and the Elections Committee Chair.
- s. **Letter of Reflection** is a one-page, single spaced contemplation of ones' actions and decisions which led to a violation.
- t. **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.
- u. **Raffling** is offering a prize for or incentivizing participation in any elections process through any sort of drawing. Raffles are prohibited.
- v. **Resources:** These include, but are not limited to, the pooling of campaign finances, plagiarizing or slightly altering another candidate's slogan and/or promotional materials (ie. banners, posters, buttons, etc.) and passing them on as your own
- w. **Respondent:** The alleged violator in a complaint.
- x. **Tickets** consist of two or more candidates working together on their campaign efforts and are not recognized in the Election. Candidates may not share any resources with other candidates. Resources include, but are not limited to, the pooling of campaign finances, plagiarizing or slightly altering another candidate's slogan and/or promotional materials (ie. banners, posters, buttons, etc.) and passing them on as your own.
- y. **University Supplies** are defined as any supplies purchased by the University of Washington or with state or university resources. This includes ASUWB supplies. University supplies are not available for use by candidates, who must finance and purchase their supplies through other means.
- z. **Violation** is defined as any act, that disobeys the stated rules of the Elections Policies and Procedures.
- aa. **Volunteer** is defined as anyone that supports a candidate or ballot measure. The actions of a volunteer are actions of the supported candidate. A violation by a candidate's volunteer is also that of the candidate.
- bb. **Write-in candidate** is defined as anyone campaigning for office that did not apply by the deadline for the elected position which they are campaigning for.

#### **Section IV: Fair Campaign Practices Statement**

*The Fair Campaign Practices Statement is a set of ideals designed to promote goodwill among those participating in the campaign, which ASUWB has adopted from ASUW at the Seattle campus. The ASUWB encourages all campaigners to follow the Fair Campaign Practices Statement, but it is not required. Because candidates are not required to follow the Fair Campaign Practices Statement, ASUWB will not consider complaints that claim a candidate has violated it. Further, we will not issue penalties to those who do not follow the Fair Campaign Practices Statement. This statement will also be included before the candidates' pictures in the ASUWB Voter's Guide which will indicate the candidates that 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 refuse to associate myself with 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, 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 V: 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 students) 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 and quarterly. (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 the ASUWB 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 the [ASUWB Elections Candidate Registration Form](#), in order to be listed on the ballot including:
  - a. Application Information
  - b. Candidate Platform
  - c. Spring Quarter Schedule
3. Candidates must attend the following trainings
  - a. ASUWB Spring Training-- **June 15th-16th, 2021** (*tentative dates*)
  - b. ASUWB Fall Training-- **September 7<sup>th</sup>-28<sup>th</sup>, 2021** (*tentative dates*)
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 its advisor will verify these requirements as outlined in the *Candidate Application Process* in [Section X](#).

## **Section VI: Write-In Candidates**

1. Any campaigning on behalf of a write-in candidate will be subject to the rules in these Policies and Procedures and any other set of rules or policies that apply to candidates for ASUWB office.
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 any candidate of their choice.
3. Elected write-in candidates will be required to complete the ASUWB Elections Candidate Registration Form before taking office, in which their eligibility for the requirements of office will be determined by the Elections Committee.
4. Write-in candidates shall not be included in any Elections Committee publications, including the ASUWB Voter's Guide.
5. If a write-in candidate prevails in the election, the candidate has until the Write-In Filing Deadline to retroactively file for candidacy: **Thursday, May 20<sup>th</sup>, at 5:00 PM.**
6. Write-in candidates will be allowed to participate in Elections Committee events, advertisements, and publications by contacting the Elections Committee. A week's notice must be provided.

## Section VII: Campaign Finance

1. Each candidate may use no more than \$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 spending and submit the [ASUWB Campaign Finance Form](#) which includes physical or digital copies of: *original, itemized receipts* no later than **11:59 PM on Sunday, May 16<sup>th</sup>**.
  - a. Candidates can use materials that they already possess, but the materials will be evaluated at the fair market value and that cost will apply toward their campaign spending. Candidates must supply evidence of fair market value (e.g. advertised price of that item from an online retailer).
  - b. Candidates **may not** use any of the materials or equipment provided by the university, including those in ASUWB, Student Affairs, the ARC, Student Engagement and Activities resources or 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 campaign spending.
  - d. Use of one's personal laptop (including laptops given to students by UWB), free social media, websites, and video sites is allowed and will **not** count toward the candidate's budget, however, candidates may not use university supplies.
  - e. Do not exceed the poster & flyer limit, see [Posting Guidelines](#) section.

### **Section VIII: Tickets**

1. The Elections Committee will not prevent candidates from forming tickets or associating with one another, however, associations and tickets will not be publicized by the Elections Committee or ASUWB. Neither ASUWB nor the Elections Committee will mention, reference, or allude to candidate affiliation in any of Elections publication, advertisements, or marketing material, or during Elections Committee or ASUWB sponsored events and forums. Tickets or collaborating candidates are not allowed to pool any resources. Each candidate must claim the full cost of all of the expenses for the items they used for their campaign, and none of these items may have been used by any other candidate.
  - a. Resources include, but are not limited to, the pooling of campaign finances, plagiarizing or slightly altering another candidate's slogan and/or promotional materials (ie. banners, posters, buttons, etc.) and passing them on as your own.

## **Section IX: Endorsements**

1. Neither the Elections Committee nor ASUWB will prevent Student Organizations, Clubs, and other student bodies or individual students from endorsing candidates, but these endorsements will not be publicized by the Elections Committee or ASUWB. UW staff and faculty are unable to give endorsements. Neither the Elections Committee nor ASUWB will mention, reference, or allude to candidate endorsements in any ASUWB or Elections publication, advertisements, or marketing material, or during Elections Committee or ASUWB sponsored events and forums.
  - a. Candidates may not publicize endorsements until the Campaign Start Date **Monday, May 3<sup>rd</sup>, 9 AM.**
  - b. Any endorsement in support of a candidate from an ASUWB employee, volunteer, or appointee in personal capacity must state clearly that such endorsement is in the individual's personal capacity only, and not in any way affiliated with ASUWB. Members of the Elections Committee, including the Parliamentarian, may not endorse candidates.

## **Section X: Withdrawals from Candidacy**

1. In order to withdraw from the Election, candidates must email the Elections Committee Chair at [Asuwbpar@uw.edu](mailto:Asuwbpar@uw.edu) **at least 3 business days before voting** with a letter of withdrawal including their signature, and reason for withdrawal to completely withdraw from the Election
2. The Elections Committee Chair and Elections Committee adviser shall review and verify the desired withdrawal of a candidate. The Elections Committee will communicate broadly to voters that the candidate has withdrawn, including posting notes at information booths and polling places. If the online ballot has not yet been made available, that candidate's name shall be removed from the ballot. Once available, the ballot shall not be modified.

## Section XI: 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 will need to complete an [ASUWB Elections Candidate Registration Form](#).
3. Candidates will be allowed to choose a campaign manager to assist and support each candidate in the elections process.
  - a. The campaign manager must be declared on the [ASUWB Election Candidate Registration Form](#). If not done at registration, they must email the Elections Committee Chair at [Asuwbpar@uw.edu](mailto:Asuwbpar@uw.edu), or face disciplinary action by the Elections Committee.
4. Candidates will be **required** to attend a **mandatory** Candidate Orientation Meeting on **Wednesday, April 28<sup>th</sup> at 12:30pm-2:30pm** in a **Zoom Video Conference** to learn about policies, procedures, and relevant information from the Elections Committee and the Elections Packet. (**Zoom Meeting ID: 267 857 3697**)
5. Following the conclusion of the Candidate Orientation, candidates are not allowed to change the position they are campaigning for, and they may only be elected to the position of which they are campaigning.

## Section XII: Campaigning

1. Candidates and campaign managers must adhere to the rules disclosed in this Elections Packet and the Student Code of Conduct.
  - a. Failure to abide by these rules or any violations of the UW Bothell Student Conduct Code will result in disciplinary action by its' overseeing bodies and may result in disqualification.
2. Campaigning is only permitted between **Monday, May 3<sup>rd</sup> at 9:00 AM to Friday, May 14<sup>th</sup> at 11:59 PM.**
3. Candidates may wear personal campaign apparel (T-shirts, buttons, etc.). This will not be considered campaigning unless the candidate or campaign manager is actively engaging in the promotion of a candidate or ballot measure.
4. The University's Guidelines for the use of UW Computing and Networking Resources (see [Appendix D](#)) must be strictly adhered to by all candidates and those campaigning on their behalf.
5. Do not begin campaigning in any way before **Monday, May 3<sup>rd</sup> at 9:00 AM.**
  - a. Candidates may begin organizing their campaign efforts before the campaigning date, including:
    - i. Choosing campaign managers
    - ii. Setting campaign strategies
    - iii. Printing and creating campaign materials (in accordance with number 3 above)
6. Any social media materials, graphics, campaign posts, or content relevant to the Election, *must* follow the standards of this Election Packet.
7. Candidates, those affiliated with candidates (i.e. campaign manager), as well as ballot measure advocates, or those affiliated with ballot measure advocates *cannot*:
  - a. Offer any bribe, reward, food, candy, drinks, buttons, stickers, flyers or anything of value to a voter in exchange for any influence, action or return, related to the voting process and election.
  - b. Facilitate a raffle
  - c. Create any social media page or group which automatically adds students into a group associated with a candidate. Students may be invited or opt into such groups.
  - d. Provide or operate any voting station, computer, smartphone, tablet, or other device with intent that such device be used to mark or submit ballots, except for their own personal ballot.
  - e. Campaign or store campaign material at the Involvement & Leadership Office (ILO).
  - f. Campaign at any event or meeting that is conducted, funded, or sponsored by the ASUWB.
  - g. Have campaign material that falsely state or imply incumbency in any ASUWB position.
  - h. Collect students' personal contact information for campaigning from UW Bothell Email List Servs, databases, groups, Presence, student directory, or other databases.
  - i. 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.

- j. Plagiarize or violate copyright on platforms, statements, or campaign themes.
- k. Be disruptive to university business, including but not limited to: disruptive volumes of music or voice projection or explicit music.
- l. Use any force, threat or unlawful means to hinder, sway or deter any voter from voting.
- m. Break any applicable laws or any University policies and procedures (including this document), without exception.
- n. Campaign within 30 feet of designated physical Elections Committee booths while in operation, including: the Plaza, the Codex and the ARC.
- o. Present in classrooms on the Election or campaign, including announcements and handouts.
- p. Block any building entryway or disrupt the flow of traffic on-campus activity or events, including doorways, stairways, study areas, food lines, the library, bus stops and parking garage entrances.
- q. Campaign at university housing, including Husky Village.
- r. Be closer than three feet to someone who is voting.
- s. Have drugs or alcohol present at campaign related events, regardless of location or participant age.
- t. Be disruptive to university business online, including but not limited to disruptive volumes of postings on public spaces, explicit online behavior, and/or deleting posts of other candidates.

### **Section XIII: Polling**

1. Voting will occur over seven days to allow all students a chance to vote online. Voting will begin at **9:00 AM on Monday, May 10<sup>th</sup>** and conclude at **11:59 PM on Friday, May 14<sup>th</sup>**. Students may only vote once.
2. Ballots will be tallied automatically by the online voting program and certified by the Elections Committee by **Friday, May 21<sup>st</sup> by 5:00 PM.**
  - a. For the Election results to be certified as valid, a minimum of Four (4) % of the student body must have voted in the Election.
3. In the event of a technical issue with online voting, the Elections Committee may postpone an election until the online voting system is operational or may poll a vote by paper ballot.

#### Section XIV: Posting Guidelines

1. Candidates must abide by all University Posting Policy Guidelines (see [Appendix C](#)).
2. All campaign posters must include the name of only one candidate. Every poster containing a candidate's name or likeness will count towards their poster total.
3. Candidates are allowed Thirty-Six (36) 8 ½" by 11" (or smaller) posters and one (1) banner, up to 6 feet in length by 3 feet in width.
4. Candidates may turn in one (1) 8 ½" by 11" flyer to the Husky Village Community Center to be hung up by that office, but any other form of campaigning in Husky Village or Campus View is prohibited.
  - a. The Elections Committee can assist candidates in submitting a flyer, or the candidate can email Husky Village at: [uwbhvcc@uw.edu](mailto:uwbhvcc@uw.edu). A Community Assistant must approve the poster before posting.
5. Candidates must have flyers, posters and banners approved and stamped 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 three (3) 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 flyers by using pushpins on designated bulletin boards or to concrete surfaces with painter's tape.
9. Candidates must provide their own painter's tape.
  - a. Tape must be on the back and not visible from the front
  - b. Do not post on any painted surface
  - c. Cost of tape counts toward spending limits.
10. Do not cover other candidates' posted information.
11. Candidates must monitor and remove all physical posters/flyers posted on campus by **Saturday, May 15<sup>th</sup> at 11:59 PM**. This does not apply to virtual campaign posts.
12. Materials and campaigning shall comply with University of Washington Code of Conduct (see [Appendix E](#)) and not plagiarize or infringe copyright see [Section III](#).
13. Publicity, including posters, that does not meet the criteria contained in this election packet, will be subject to removal by the Elections Committee.
14. Bulletin Boards:
  - a. Departmental bulletin boards, typically located outside administrative or academic department offices, are maintained by the respective departments. Posting is restricted.
  - b. Non-departmental bulletin boards are available in the UW1 and UW2 buildings. Each bulletin board has a specific purpose. Only flyers related to the purpose of the bulletin board are allowed.

## Section XV: Violations and Complaints Procedures

1. The Elections Committee will evaluate violation severity on a tier system, with four categories impacting one's participation in the Election.
  - a. Cease-and-desist: A candidate, campaign manager or affiliate who receives a cease-and-desist must stop engaging in the campaign or election or related acts which Elections Committee members have deemed in violation of the policy & procedures. Failure to take corrective action within 24 hours will result in disciplinary action and a minor violation complaint filed by the Elections Committee.
    - i. The Elections Committee reserves the right to issue cease-and-desists as a warning to any candidate who they believe is in violation of the Elections Packet during any part of the Elections. Warnings via cease-and-desists will be issued prior to a candidate's first minor violation. The Elections Committee Chair may also issue a cease-and-desist without consulting the Elections Committee, if the violation is time sensitive.
  - b. Minor Violations Stage: Loss of campaigning rights for Twenty-Four (24) hours, subject to the Elections Committee decision.
  - c. Moderate Violations Stage: Loss of campaigning rights and removal of all campaign materials.
  - d. Major Violations Stage: Subject to disqualification by the Elections Committee.
  - e. Any candidate or campaign manager who receives at least two violations of the same stage will automatically result in a more severe violation. For example, two minor violations would result in a moderate violation, and two moderate violations would result in a major violation.
  - f. Violations are determined based on the impact it has on the student body and/or other candidates.
2. Complaint Forms are [available online](#) and on the [ASUWB Student Government Elections page](#). The methods to file a complaint must be advertised on the ballot. Submissions are due **Monday, May 17<sup>th</sup>, at 11:59 PM.**
  - a. The filer of the complaint is the "Complainant". The alleged violator is the "Respondent".
  - b. The complainant is responsible for providing evidence of a violation, the Elections Committee will not proceed without reasonable evidence that a violation occurred or is occurring.
  - c. The Elections Committee will then evaluate a complaint to determine a violation's severity, holding a hearing with the respondent and complainant, to determine the consequence(s), within 3 business days of receiving the complaint.
    - i. The respondent will receive a description of the alleged violation at least one (1) business prior to the Elections Committee hearing. This email will provide a clear outline of the complaint and be supported by evidence drawn directly from the Elections Policies and Procedures packet.
    - ii. First, the complainant will present their evidence against the respondent, then there will be an opportunity for the respondent to provide reasoning for why the alleged complaint is not a violation of any Elections Policy, Procedure, or Student Code of Conduct.

- iii. After the complainant and respondent have presented their cases for or against the complaint, then the consequence will be chosen by the Elections Committee in consideration with the severity of the violation, by a simple majority vote.
    - iv. The Elections Committee Chair will then inform the respondent with their final, binding decision, both at the hearing and with a follow-up email.
3. A letter of reflection must be completed by any candidate or campaign manager to be found violating the Elections Packet rules, regulations, and/or Student Conduct Code.
  - a. The letter of reflection is a single spaced, one-page reflection of the complaint(s) and their associated violation(s) by the candidate or campaign manager, reflecting how they will correct their mistake, the implications their actions had, and how they would succeed in representing the student body in ASUWB if elected with this violation in mind.
  - b. A candidate or campaign manager must write a letter of reflection for each violation. For example, if a candidate receives 3 violations, they would have to write 3 separate letters of reflection about each violation they committed.
  - c. Failure to complete the letter of reflection within 3 business days will result in the candidate receiving an additional violation of the next tier for failure to abide by the Election Policies and Procedures.
4. The Elections Committee reserves the right to determine violations as they arise, with a majority vote.

## **Appendices**

*\*These appendices may not fully reflect the documents, websites or policies. See provided links for information.*

[Appendix A: ASUWB Constitution](#)

# **UNIVERSITY OF WASHINGTON BOTHELL'S APPROVAL OF ASUWB'S CONSTITUTION**

In order to further encourage and facilitate, through the Associated Students of the University of Washington Bothell (ASUWB), student responsibility for student affairs and activities on the campus of the University of Washington Bothell (UW Bothell), the Chancellor of UW Bothell, acting for the President and the Board of Regents of the University of Washington (UW), approves—subject to UW and UWB rules and regulations, as well as the May 29, 2018 findings of ASUWB's Special Committee for Constitutional Interpretation—this Constitution of the ASUWB.

## **Preamble and Mission**

We, the students of the University of Washington Bothell, hereby ordain this constitution to advocate and to protect the interests of students, as an autonomous constituency of the whole University and as citizens of democracy, through independent actions and in cooperation with our community.

## **Article I - Name**

1. The name of this organization shall be "The Associated Students of the University of Washington Bothell".
  1. This organization may also be called ASUWB.
2. The name of the constituents of this organization shall be named "The Associated Students".

## **Article II - Articles and Regulations Taking Precedence**

Since the government of the University of Washington is vested in a Board of Regents, and the University of Washington Bothell is a campus of said University, the Board of Regents has delegated to the President of the University, who has delegated to the Chancellor of the University of Washington Bothell, authority to formulate rules incident to the management of student affairs. All action taken by the ASUWB shall be consistent with the applicable University of Washington Bothell rules and policies.

### **Article III - The Associated Students**

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.

### **Article IV - Structure of ASUWB**

#### 1. Membership:

##### 1. The ASUWB shall be structured as follows:

1. The number of ASUWB positions shall be defined within the ASUWB Bylaws.
  1. These positions shall include but are not limited to an ASUWB Executive Board, ASUWB Senators, and an ASUWB Staff.
  2. The duties and responsibilities of these members shall operate as defined in the ASUWB Bylaws.
  3. The ASUWB shall reserve the power to maintain a staff necessary to complete its mission.
    1. These individuals shall be named the 'ASUWB Staff'.
    2. ASUWB Staff position duties and responsibilities shall be defined in the ASUWB Bylaws.

##### 2. Voting Power:

1. ASUWB Executive Board members and any elected member of ASUWB shall have a vote in public meetings contingent upon the following stipulations:
  1. Voting power is ascribed at the beginning of their term until the end of their term.
  2. Regardless of the number of ASUWB executive members or elected members, there shall always be at least seven voting members.

3. Regardless of the number of ASUWB members with voting power, the ASUWB Executive Board shall always maintain a majority of votes.
2. Functions and Powers of the ASUWB:
  1. The ASUWB shall have control over all affairs, legislation, activities, services, and property of the ASUWB as defined in this document and in the ASUWB Bylaws.
  2. The ASUWB shall hold regular public meetings throughout the academic year as defined in the ASUWB Bylaws.
3. The administration of UWB shall appoint an advisor to the ASUWB, whose duties are to assist students with regard to administrative procedures and policies as defined in the ASUWB Bylaws.
4. There shall be a non-voting ASUWB member whom shall operate in a 'Parliamentarian' role. Their duties are paramount to fair and just ASUWB operations and that role shall be defined in this document:
  1. The 'Parliamentarian' role shall ensure that ASUWB follows their governing documents:
    1. The ASUWB Constitution
    2. The ASUWB Bylaws
  2. They shall attend ASUWB meetings to provide advisory interpretations of ASUWB Bylaws and the ASUWB Constitution.
  3. They shall chair the Elections Committee.
  4. They shall chair the Special Committee for Constitutional Interpretation in case of the need for a binding interpretation of the constitution.
  5. The official title of this position and any unnamed responsibilities or duties shall be defined in the bylaws.
  6. They shall be a hired position with their paramount duty to be objective.
    1. Their hiring process shall be conducted concurrently with Spring Elections by a committee composed of, but not limited to:
      1. The presiding 'Parliamentarian' role if they choose to forego applying for the job again.
      2. Up to three of the highest ranking ASUWB members who are unable to attain any ASUWB position past their current term; or if there are not three eligible ASUWB members who are not seeking term next year, then up to three committee members who shall be unable to hold an ASUWB position for the next year.
      3. The Elections Committee Advisor who shall be an ex-officio member of the hiring committee.

## **Article V - Elections and Hiring**

1. Election operations and regulations that are not mentioned below shall be defined within the ASUWB Bylaws.

*Elections shall be operated by the Elections Committee, which shall be chaired by the 'Parliamentarian' role.*

1. Elections for ASUWB shall occur in the Spring Quarter of the Academic Year.
2. The Elections Committee shall have complete jurisdiction over the elections to ensure that they are fair and just.
3. The Elections Committee shall be composed of, but not limited to:
  1. The 'Parliamentarian' role.
  2. A non-voting adviser appointed by the administration of UW Bothell.
  3. One ASUWB member who is unable to attain any ASUWB or ASUWB Staff position past their current term.
  4. At least four members of the Associated Students who shall be members at-large
2. Hiring operations and regulations shall be defined within the ASUWB Bylaws.
  1. Hiring shall be operated by a committee that is chaired by an ASUWB member as defined within the ASUWB bylaws.
  2. The 'Parliamentarian' role's hiring procedure is exempt from this process and adheres to language in Article 4 Section 4 f.i. of this Constitution.
3. Terms of Office:
  1. There shall be no term limits.
  2. The ASUWB members shall serve terms beginning on July 1st of the year they were elected and shall hold that office until June 30th of the following year.
  3. ASUWB Staff shall follow terms as dictated in their specific hiring process.
    1. Their term of employment shall not go beyond the fiscal year in which they are hired.
4. Eligibility shall be defined within the ASUWB Bylaws.
5. Vacancies:
  1. The vacancy of the President shall be filled by the Vice-President.
    1. If there is no Vice-President who is able to fill the position of President then a special election shall be organized. This special election shall elect only a President and take place no more than 30 days after the opening of the position.
  2. Other vacancies shall be filled through a hiring process which shall defer to Article V Section 1.

## **Article VI - Removal from Office**

1. Impeachment:
  1. Grounds for impeachment shall be:
    1. A significant violation of the Student Conduct Code.
    2. Failure to complete a resolution plan after committing:
      1. Willful negligence of duties and responsibilities.
      2. Abuse or misuse of ASUWB material or equipment, or any other act that can be deemed unethical or in violation of student trust.

2. Poor standing:
  1. Grounds for ASUWB members to be placed in poor standing include the following:
    1. Willful negligence of duties and responsibilities;
    2. Or abuse or misuse of ASUWB material or equipment, or any other act that can be deemed unethical or in violation of student trust;
  2. ASUWB members in poor standing must complete a resolution plan.
  3. The highest-ranking ASUWB member who is not in poor standing with ASUWB shall consult with the ASUWB Adviser(s) and the ASUWB member(s) in poor standing to create a resolution plan to resolve the issue and return to good standing.
    1. The resolution plan shall last no longer than one academic quarter;
    2. Failure to complete the plan within the prescribed timeline shall result in impeachment procedures.
3. Impeachment Procedures:
  1. Petition for an Impeachment Hearing:
    1. Any ASUWB member shall be able to petition for impeachment procedures for another ASUWB member, if a two-thirds majority of the remaining voting members vote to approve the impeachment procedures.
    2. Any Associated Student member shall be able to petition for an impeachment hearing for any hired ASUWB member, assuming they can collect a list with at least ten percent of the Associated Student's signatures, duly certified by the Registrar of the University of Washington Bothell.
      1. Elected ASUWB members may be recalled by petition, but not impeached.
  2. Scheduling of an Impeachment Hearing:
    1. The 'Parliamentarian' role shall schedule an impeachment hearing at the next available ASUWB Public Meeting.
      1. Or, in the case of the 'Parliamentarian' role being petitioned for impeachment or filing a petition for impeachment, the highest-ranking ASUWB member shall schedule the hearing.
  3. Impeachment Hearing Procedure:
    1. The scheduler for the impeachment hearing shall preside as Chairperson of the council for impeachment.
    2. The council for impeachment shall be composed of all ASUWB members except for the petitioner and respondent.
    3. The Chairperson shall allot times for the petitioner and respondent to speak in the following order, however their total speaking time in minutes must be equal:
      1. Petitioner
      2. Respondent
      3. Petitioner
      4. Respondent
      5. Petitioner
    4. At the end of each speech, the speaker shall stand open to questions by the council for impeachment; the Chairperson shall facilitate this questioning period.

5. At the end of all the speeches, the council shall enter an executive session for discussion on action, however the final vote must occur publically in the meeting in compliance with the Open Public Meeting Act - R.C.W. 42.30.110(f & g).
6. If the council reaches a two-thirds majority vote, then the respondent is impeached effective immediately and their position becomes vacant on the next business day.
7. If the council does not reach a two-thirds majority vote, then the respondent is absolved of the impeachment charges.
  1. The respondent cannot be charged a second time for the original specific offense.
4. Termination of employment procedures for ASUWB Staff shall follow all applicable federal, state, or local employment laws or University of Washington rules and procedures subject to Article II.
5. Recall:
  1. Recall of ASUWB Members:
    1. A petition for the recall of any ASUWB member shall require the signatures and permanent student file numbers of at least ten percent of all Associated Students. That all signatures and accompanying student file numbers are valid must be certified by the Registrar of the University of Washington Bothell.
    2. Upon receipt of a duly certified petition for recall, the ASUWB must hold a special election for recall. No issue other than recall shall be presented at the election.
    3. For a recall to be considered valid, at least three-fourths of the votes cast in the original election must be cast in the recall election. A recall is considered binding by a simple majority of the required number of votes cast in favor of the recall.

## **Article VII - Association Property**

The ASUWB may only acquire, own, hold, manage, control, mortgage, pledge, rent, lease, use, sell, dispose of, or otherwise deal in and occupy property of any kind and nature wherever situated or located, for the purposes and in the manner provided in this Constitution and under the policies and rules of the University of Washington. Should the ASUWB incorporate, their Articles of Incorporation will further define association property rights.

## **Article VIII - Legislative Powers**

1. ASUWB reserves the power to enact legislation through the adoption or creation of resolutions, as defined in the ASUWB Bylaws.

## **Article IX - Initiative and Referendum**

1. Petition for Initiative
    1. The ASUWB shall provide for an initiative vote whenever a petition for a legislative act is presented, which has been duly certified by the Registrar of the University of Washington Bothell to contain the signatures and permanent student file numbers of at least five percent of current Associated Students.
  2. Referendum
    1. The ASUWB shall provide for a referendum vote whenever ASUWB has a two thirds majority vote to approve the presentation of a referendum to the Associated Students.
  3. Initiative or Referendum Vote
    1. The initiative or referendum shall be submitted to the members of the Associated Students at the next election or at a special election called by the ASUWB.
    2. At least one calendar month must elapse between the proposal of such petition or referendum and the election.
    3. The initiative or referendum measure shall be adopted if a majority of the members of the Associated Students are in favor of it; thereupon the measure shall become effective immediately.
    4. Any approved initiative or referendum shall be binding upon the ASUWB until formally repealed by an initiative or referendum, or by a finding of unconstitutionality by a Special Committee for Constitutional Interpretation.
- 

## **Article X - Constitutional Amendment**

1. Proposal of Amendments
  1. A proposed amendment to this Constitution shall be placed on the ballot if adopted by a majority of the voting membership of the ASUWB;
  2. Or, a proposed amendment to this Constitution shall be placed on the ballot upon receipt by the ASUWB of a petition requesting such action, duly certified by the Registrar to contain the signatures and permanent student file numbers of at least ten percent of the current members of the Associated Students.
2. Adoption of Amendments
  1. Proposed amendments to this Constitution shall be submitted to the Associated Students at the next regular election, or at a special election called earlier by the ASUWB. At least one calendar

month must elapse between the proposal of such amendment and the election. The amendment shall be adopted provided twenty percent of the current members of the Associated Students have cast ballots and two-thirds of those voting approve the amendment; thereupon the amendment shall become effective immediately unless otherwise specified by the proposal for amendment.

## **Article XI - Interpretation**

1. The 'Parliamentarian' role will advise ASUWB on interpretations of the ASUWB Constitution and ASUWB Bylaws, however for the interpretation to be binding it must follow the procedures set forth under Article XI Section 2.
2. Special Committee for Constitutional Interpretation
  1. All questions for the interpretation of this constitution shall be decided by an ad hoc committee for constitutional interpretation, which shall be convened in the event that a question of the constitutionality of any measure of the ASUWB arises.
  2. Petition for convening the Special Committee for Constitutional Interpretation:
    1. The President or 'Parliamentarian' role shall reserve the authority to call for the convening of this committee.
  3. Membership of the Special Committee for Constitutional Interpretation:
    1. The 'Parliamentarian' role shall nominate a list of members, not to exceed three, which shall be confirmed by an ASUWB majority vote.
    2. Nominations can continue to be made until there are three members, not including the 'Parliamentarian' role.
    3. At least two of the three people must be members of the ASUWB.
    4. A non-voting adviser appointed by the administration of UW Bothell.
    5. The ASUWB President is ineligible to serve on this committee.
    6. The committee may be advised by a member of the faculty or a practicing attorney, any advisor shall be designated by a majority vote of the members of the ad hoc committee.
    7. The 'Parliamentarian' role shall be the Chairperson of this Special Committee for Constitutional Interpretation.
  4. Decisions of the Special Committee for Constitutional Interpretation:
    1. All decisions of a special committee for constitutional interpretation shall be made by a majority vote of the members of the committee, tendered in writing along with any dissenting opinion to the ASUWB, and made publicly available. Any decision of an ad hoc committee for constitutional interpretation shall be binding on the ASUWB.

## **Article XII - Ratification**

The ratification of the Preamble and Articles of the ASUWB shall be sufficient for establishment of this Constitution when it is unanimously adopted via signature by all of the presiding ASUWB members.

## **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 Campus Partnerships, a Director of Outreach, a Director of Marketing, and a Director of Student Advocacy;
  - ii. The ASUWB Advisor(s) who shall serve as an ex-officio member(s).
- b. The ASUWB Senators whom shall consist of:
  - i. One Senator of Campus Partnerships and One Senator of Student Advocacy;
- c. The ASUWB Staff whom shall consist of:
  - i. A hired Parliamentarian, a hired Treasurer, and a hired Legislative Liaison, whom shall be non-voting members;
  - ii. 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);

## **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 short progress update meetings with the ASUWB President;
  - v. Attend weekly and quarterly meetings with an ASUWB Advisor;
  - vi. Administrative duties shall be vested in the ASUWB Executive Board;
  - vii. Represent and advocate for the needs of the Associated Students;
  - viii. 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;

- ix. Participate in mid-quarter progress reviews from the ASUWB President, ASUWB Parliamentarian, and ASUWB Advisor;
- x. Maintain nineteen and a half (19.5) hours of work per week while ensuring that all work is completed;
- xi. Submit written reports to the Director of Outreach and the Director of Marketing within the first two (2) weeks of the following quarter;
- xii. Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus; and
- xiii. 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 Outreach and the Director of Marketing 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

- 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. Chair the ASUWB Student Advisory Council (ASAC) by recruiting ASAC members, scheduling meetings, setting meeting agendas, directing meetings, and distributing the responsibilities of ASAC among its' members;
  - iii. Facilitate or assist in the execution of all team projects and events whether on or off campus;
  - iv. 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;
  - v. Serve on committees on and off campus as appointed or requested by the President;

- vi. Work with other members of the ASUWB to develop ASUWB initiatives, goals, and projects;
- vii. Manage the UWB Leadership Program;
- viii. 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 Campus Partnerships

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Director of Campus Partnerships to:
  - i. Collaborate and maintain a positive relationship with the Diversity Center to serve the ASUWB student body through diversity, equity, and inclusion programs, events, and partnerships;
  - ii. Coordinate with residents and organization of the surrounding Bothell community to establish at least two (2) community service projects per quarter;
    - 1. Meet at least two (2) times per quarter with the Director of Community Engagement to find/create at least two (2) collaborative community events each quarter;
  - iii. Foster relationships through collaboration and support between ASUWB and UWB organizations through quarterly meetings;
    - 1. These groups include but are not limited to Campus Events Board, Social Justice Organizers, Club Council, Cascadia counterparts, Orientation and Transition Programs, Residential Life, and Student Engagement and Activities;
  - iv. Promote and Operate a UWB Program by highlighting four (4) students who are dedicated to promoting campus & student life each quarter;
  - v. Serve on all university committees concerning diversity, community engagement, and food options or issues;
  - vi. 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. Conduct assessments of student needs, interests, and/or expectations of ASUWB at the start of each quarter to help set goals for ASUWB members;
  - ii. Facilitate at least two (2) ASUWB sponsored student engagement events each quarter to provide students a platform to learn about, discuss, and share their concerns about all UWB-related topics.
  - iii. Act as the premiere advocate for Student Health, Campus Safety and Academic Affairs;
    - 1. Meet at least once (1) per quarter with the Vice Chancellor of Academic Affairs to support projects including but not limited to, the Academic Maps Program and Student Mentorships;
    - 2. Meet at least once (1) per quarter with the Director of Campus Safety to support efforts to promote student safety on-campus through tabling, surveys, and serving on committees.
    - 3. Meet at least once (1) per quarter with the Director of the Counseling Center to assist in efforts benefitting student health and well-being;
  - iv. Serve on all committees concerning parking, student transportation, campus safety, student health, and academic affairs;
  - v. Serve as a liaison between students, administration, and faculty on all issues concerning student health, campus safety, and academic affairs;

- vi. Collaborate with the Student Advocacy Senator in carrying out the Department's Projects.
- vii. Serve as the premiere advocate for on-campus student issues as they arise;
- 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.

## 8. Director of Outreach

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Director of Outreach to:
  - i. Manage external relations of ASUWB by meeting at least once (1) each quarter with the Vice Chancellor of Advancement and External Relations, and attend City of Bothell Chamber of Commerce;
  - ii. Organize the ASUWB Distinguished Faculty and Staff Awards and maintain the Student of the Month Award;
  - iii. Manage and serve as the primary contact for the Holly the Husky Program;
  - iv. Serve on all committees concerning outreach or public relations;
  - v. Plan and operate tabling events lasting at least three (3) hours each week to promote ASUWB projects, committees, opportunities, and events for students.
  - vi. Attend two (2) campus events each week and provide summaries to ASUWB at each weekly meeting.
  - vii. Visit and meet with a significant number of UWB clubs each quarter, as agreed upon by the ASUWB President and Director of Outreach;
  - viii. Work with the Director of Marketing to promote positive external relations while collaborating with the Office of External Relations and Advancement through participation and partnerships in projects, events, and engagements;
  - ix. Work with the Director of Student Advocacy to find discounts and survey students regarding discounts they would want to have through UWB;
  - x. Manage relations with businesses for networking events or students' discounts;
  - xi. Update the UWB Student Discount Program each academic year with new discounts each Winter and Spring quarter, by an amount agreed upon by the ASUWB President and Director of Outreach;
  - xii. Work with ASUWB to gather feedback of students twice per quarter regarding student needs, interests, and welfare.
  - xiii. Manage relations with businesses for networking events or student discounts;

- xiv. Lead the ASUWB recruitment effort in discovering students interested in participating in ASUWB through organizations including but not limited to, the ASUWB Student Advisory Council, the Student Legislative Action Committee, the Student Technology Fee Committee, UWB Leaders, and the Elections Committee.
- xv. 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.

## 9. Director of 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, analyze and maintain all information collected from sources across campus to the Associated Students by:
    - 1. Drafting statements, publicizing, and updating the ASUWB webpage, email, social media, and any other form of communication;
  - ii. Post the ASUWB Public Meeting Agenda at least 72 hours in advance of the Public Meeting;
  - iii. Coordinate, design, and publish ASUWB Team Quarterly Report and the Bi-Weekly Newsletter to UWB Students;
  - iv. Serve on all committees concerning marketing, communications, or student engagement;
  - v. Promote communication within ASUWB and the student body by connecting with each member of ASUWB on at least a monthly basis to further understand their role, responsibilities, projects, and goals.
  - vi. Ensure ASUWB has branded promotional items to distribute to students at events including but not limited to, town halls, tabling, and Huskies on the Hill;
  - 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.

## **Article III – Duties of the Senators (Pending SAF Approval)**

### **1. Senator Duties:**

- a. It shall be the duty of all ASUWB Senators to:
  - i. Attend ASUWB meetings and trainings;
  - ii. Attend bi-weekly and quarterly meetings with an ASUWB Advisor;
  - iii. Represent and advocate for the needs of the Associated Students;
  - iv. 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;
  - v. Maintain ten (10) hours of work per week while ensuring that all work is completed;
  - vi. Submit written reports to the Director of Outreach and the Director of Marketing within the first two (2) weeks of the following quarter;
  - vii. Represent the University of Washington Bothell in a positive and professional manner at all times, both on and off campus; and
  - viii. Uphold and honor the ASUWB Mission Statement.

### **2. Senator of Student Advocacy**

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Senator of Student Advocacy to:
  - i. Collaborate with the Director of Student Advocacy in sitting on committees, organizing projects, and events that correspond with the duties of the Director of Student Advocacy.
  - ii. This shall include but is not limited to:
    1. Work with the Director of Student Advocacy to conduct assessments of student needs, interests and expectations of ASUWB at the start of each quarter and as needed;
    2. Attend committees on health-related topics or issues;
    3. Promoting and supporting the Academic Advocacy Initiatives of ASUWB programs to succeed with the assistance of the Director of Student Advocacy;
    4. Facilitate and find student topics of interest for ASUWB sponsored town halls each quarter with the Director of Student Advocacy;
    5. Support the Director of Student Advocacy in anything related to campus safety, parking, or student needs, issues or concerns related to these topics;
  - 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. Senator of Campus Partnerships

- a. In addition to other explicit responsibilities named in these Bylaws, it shall be the duty of the Senator of Campus Partnerships to:
  - i. Collaborate with the Director of Campus Partnerships in sitting on committees and organizing events that correspond with the duties of the Director of Campus Partnerships;
  - ii. This shall include but is not limited to:
  - iii. Tabling with the Director of Campus Partnerships to conduct campus assessments;
  - iv. Attend Diversity Center Events and maintain a positive relationship through ASUWB supporting diversity, equity, and inclusion programs, events, and partnerships;
  - v. Assist the Director of Campus Partnerships in planning the ASUWB Student Advisory Council Agenda;
  - vi. Help support the Director of Campus Partnerships find quarterly campus partnerships for ASUWB and UWB students;
  - vii. Assist the Director of Campus Partnerships in the design, selection, and promotion of a UWB Program, highlighting four (4) students who are dedicated to promoting campus & student life each quarter;
  - viii. 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.

## **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 Outreach and 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 15 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;
- iv. Make purchases as authorized by ASUWB and consistent with applicable university policies;
- v. Maintain offered ASUWB services that shall include but is not limited to:
  1. ASUWB Supply Tables;
  2. ASUWB Charging Stations.
- vi. Approve budget requests in compliance with ASUWB's Budgetary Standard Operating Procedures and consistent with applicable university policies;
- vii. 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.
- viii. Facilitate additional ASUWB submissions to SAF and STF committees;
- ix. Manage the facilitation of the Student Academic Enhancement Fund;
- 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; and
  2. 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 UWB 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 15 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;
    1. If the current Parliamentarian is applying for a hired position, the highest-ranking ASUWB member in order of succession of President, Vice President, Executive Board, then hired Senators and Staff who is not running in elections nor applying for a hired position can chair or appoint a chair for that hired position's hiring committee.
  - 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 Parliamentarian, Director of Outreach, and the Director of Marketing to be publicly posted after it has been approved by the Parliamentarian.

## **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 Vice President 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.

## **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
    4. Director of Marketing
    5. Director of Student Advocacy
    6. Director of Campus Partnerships
    7. Director of Government Relations
  - ii. All Senator positions shall be hired positions
  - iii. 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. Register in no fewer than six (6) academic credits at the University of Washington Bothell or be on leave 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 and quarterly. (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 year. 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.

## **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 Vice President 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.

## **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.

## **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 one hour 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 seventy-two (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.

## **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.

## **Article XI - ASUWB Special Committees**

### **1. Appointment**

- a. 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.

## **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

## **Article XIII – ASUWB Student Advisory Council**

1. ASUWB Student Advisory Council (ASAC)
  - a. The ASUWB Student Advisory Council shall be an advisory body for the Associated Students of the University of Washington Bothell (ASUWB) officers to aid in furthering the mission and supporting the values of ASUWB.
    - i. Where ASAC shall inform ASUWB about pressing matters that may have negative implications around campus.
    - ii. ASAC shall keep ASUWB apprised of emerging issues that may have significant impact to UWB students.
    - iii. ASAC shall be used as an additional source of feedback that can aid ASUWB in gaining student insight on relevant issues and initial project ideas, but this feedback shall not be representative of the entire student community at UWB.
  - b. Structure
    - i. Chair
      1. The Vice President will preside over ASAC general meetings
      2. The Vice President will ensure that ASUWB will establish and distribute meeting agendas in accordance with and abide by the Open Public Meetings Act (RCW Chapter 42.30)
    - ii. Members are appointed through an application process and require a simple majority vote of the ASUWB. Membership shall be comprised of students representing various aspects of student life.
      1. Voting member shall be comprised of the following positions with one (1) individual representing the title unless otherwise specified.
        - a. First-Year Student

- b. Graduate Student
  - c. School of Stem
  - d. School of Business
  - e. School of IAS
  - f. School of Education
  - g. School of Nursing
  - h. Cascadia Students (2 positions)
  - i. On-Campus Housing Student
  - j. Commuting Student (2 positions)
  - k. One member by means of personal transportation, the other by public transportation.
2. Ex-officio members with voting power shall include the following:
    - a. Representative from Diversity Center
    - b. Representative from the Social Justice Organizer's
    - c. Representative from Club Council
  3. Ex-officio members with no voting power shall include the following:
    - a. Chair/Vice President
    - b. President of ASUWB
    - c. Senator(s) of Student Advocacy
    - d. Appointed UWB leaders
    - e. Advisor(s) of ASUWB
- iii. Meetings for ASAC shall occur on a monthly basis for a total duration of two (2) hours.
1. The meeting agenda will be made in respect to the annual operational plan constructed by the Vice President of ASUWB
  2. All meeting convened by ASAC will run in conjunction with the Open Public Meetings Act (ARTICLE IX Section 2 and 3) and operate under Robert's Rules of Order
  3. It will be the duty of the Vice President to post the agenda no later than seventy-two hours (72) before the meeting occurs
    - a. All meeting minutes for the ASUWB student advisory council must be posted no later than 72 hours
  4. Meeting agenda shall be constructed to include the following:
    - a. ASUWB will inform ASAC about current projects in development.
    - b. A prepared topic meant to engage the students to provide feedback on specific issues
      - i. Meeting topic will be set by the Vice President in the annual operational plan.
        1. The annual operational plan will be made at the discretion of the ASUWB Vice President and the ASUWB President during summer quarter and shall be approved by a majority vote of ASUWB at the first meeting of fall quarter.
    - c. Open discussion, a moment for students to discuss and bring to light things they are seeing on campus that ASUWB should recognize as it relates to the campus climate.
- c. ASAC's role in ASUWB
- i. ASAC shall be a resource for ASUWB to obtain feedback on current projects and student life, and is not to be interpreted as a body representing the entire campus ideals.

## **Article XIV - 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.

## **Article XV – 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 XVI – Impeachment and Resolution Policy**

1. Bylaw Procedure for Impeachment, resolution plans and poor standing.
  - a. This article is superseded by Article VI of the constitution and is meant to clarify and further define those procedures relating to Impeachment and the resolution plan that comes before Impeachment.
  - b. A resolution plan to place an officer in poor standing may only be enacted after the officer commits the following:
    - i. Willful negligence of duties and responsibilities;
      1. Willful negligence is defined as when an individual's failure to perform properly or neglect of duty is willful and misconduct if they intentionally, knowingly, or deliberately fail to perform, or performs in a grossly negligent manner, or repeatedly performs negligently after prior warning or reprimand and in substantial disregard of the ASUWB interests.
    - ii. Or abuse or misuse of ASUWB material or equipment, or any other act that can be deemed unethical or in violation of student trust;

- c. The president or highest-ranking officer not being accused of poor standing must work together with the parliamentarian to determine if the member is in poor standing.
- d. Prior warning and multiple One on Ones should have been discussed before a member is placed in poor standing.
- e. The offending officer has the right and is recommended to schedule a one on one appoint with the ASUWB Advisor to discuss their conduct once the officer has been given notice that they are in poor standing and a performance plan is created.
- f. The highest member not in poor standing and the Parliamentarian should work together along with the ASUWB advisor and the member in poor standing to create the resolution plan.
  - i. A resolution plan is meant to help a guide a member's performance to being at an acceptable level of what the reason for the resolution plan was.
  - g. If the resolution plan is not met another meeting shall be had between the parliamentarian, advisor, the highest ranking ASUWB member, and the offending member at which point impeachment may be discussed.

Appendix C: [University Posting Policy](#)

**GUIDELINES**

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

**POSTING AREAS**

**1. Bulletin Boards**

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

**UW1 Lower Level:**

North hall University & General Information

South hall Community & Commercial Notices (i.e. for rent, for sale, etc)

UW1 061 UWB Orientation & Transition Programs **\*\*restricted\*\***

UW1 080 UWB Student Affairs **\*\*restricted\*\***

**UW1 1st Floor:**

North hall University Information

South hall/West wall General Information

South hall/East wall Transportation Center **\*\*restricted\*\***

**UW1 2nd Floor:**

North hall University Information

South hall General Information

UW1 211 School of Nursing and Health Studies **\*\*restricted\*\***

UW1 260 Faculty Offices (Under Construction)

UW1 271 Faculty Offices (Under Construction)

UW1 3rd Floor:

North hall University Information

South hall General Information

UW1 311 School of Educational Studies **\*\*restricted\*\***

UW1 360 STEM Office of Research and Graduate Studies **\*\*restricted\*\***

UW1 381 School of Business **\*\*restricted\*\***

UW1 390 School of Interdisciplinary Arts and Sciences **\*\*restricted\*\***

**UW2 Lower Level:**

Lobby Southeast wall Transportation Center **\*\*restricted\*\***

Lobby Southwest wall University Information

North hall/East wall General Information

Commons UWB Student Affairs 3

**UW2 1st Floor:**

East wall University & General Information

**UW2 2nd Floor:**

East wall University & General Information

**UW2 3rd Floor:**

Southwest wall UWB Education **\*\*restricted\*\***

Northeast wall UWB Graduate Studies **\*\*restricted\*\***

**ARC Lower Level:**

Front door elevator University Information

**ARC 1st Floor:**

Front door elevator University Information

**ARC 2nd Floor:**

Front door elevator University Information

**\*\*Please note that ARC has their own posting guidelines listed later in this appendices\*\***

**Husky Hall**

Multipurpose room University Information

West vending machines University & General Information

Southwest wing University & General Information

Southeast wing University & General Information

East wing University Information

**Discovery Hall 1<sup>st</sup> Floor**

Main area north end University & General Information

**Discovery Hall 2<sup>nd</sup> Floor**

Northeast Restrooms University & General Information

Northeast elevators University & General Information

Northwest wall University & General Information

**Discovery Hall 3<sup>rd</sup> Floor**

Northwest wall University Information

Northeast Restrooms University & General Information

**Discovery Hall 4<sup>th</sup> Floor**

Northeast Restrooms University & General Information

Northwest wall University & General Information

**2. Student Project Display Rails**

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

**3. Banners**

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

#### **Appendix D: [University Guidelines for the use of UW Computing and Networking Resources](#)**

**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).

### *Summary*

Many laws and policies regulate your use of UW computing resources and services such as email, internet access, mailing lists, newsgroups, computer hardware and software, etc. **You are responsible for compliance with all such laws and policies.**

- You must not share your personal UW NetID password with anyone.
- You must not use someone else's personal UW NetID.
- Faculty, instructors and staff may not use UW computing resources and services for commercial or political purposes.
- UW computing resources provided to UW employees and workforce members may not be used for personal purposes, except to a degree that is de minimis.
- You may not use licensed or copyrighted software, images, or files without proper authorization.
- You must not use UW computing resources to violate the privacy rights of anyone.
- You must strictly comply with all restrictions relating to the use of UW Confidential Data, such as Protected Health Information (PHI), Personally Identifiable Information (PII), or export-controlled data.
- Any records created in the process of doing official UW business are subject to public records laws.
- You must comply with all requirements regarding retention, disclosure, and management of UW data, and return, upon request, any UW data that you place in a cloud service or other external repository.
- You must not access UW computers or files belonging to others without proper authorization, and you must not harm UW computers.
- You should report any inappropriate use of data or violation of policy immediately upon discovery.
- You understand that the UW makes binding revisions to its policies over time, including changes to appropriate use policies.

Violations of laws or policies are regarded as a serious matter and may result in revocation of access or other disciplinary actions under the UW's authority to define and enforce its policies.

### **Messages to Faculty and Staff from the UW Administration**

- [Use of Public Resources for Campaigning](#)

### *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*

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](#).

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.

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,

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 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 Programs](#) with any questions.

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.

- [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](mailto:uwdmca@u.washington.edu)

**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.

If you have questions about these policies, you can contact the UW Information Technology Service Center by calling 206-221-5000, sending email to [help@u.washington.edu](mailto:help@u.washington.edu), or using the online [Send a Question to UW Information Technology](#) form.

If your questions or complaints involve sensitive information or you have a need for privacy, please call 206-221-5000 and ask to speak to a supervisor. You will be directed to the most appropriate official. Do not assume that email is private.

## Appendix E: [Student Code of Conduct WAC \(Washington Administrative Code\)](#)

## Appendix F: [Advertising/Posting Policy for UWB Student Housing](#)

### 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.**
  - o 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.
  - o 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**
  - o **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.**
  - o This allows for a flier in each stairwell, and one or two in the community center.
  - o Any extras will be recycled.
- **Only 1 large poster (no larger than 36x36) will be displayed in the Community Center.**
  - o This is optional and not required for posting. If no large advertisement is given, a flier will be posted instead.

## Student Election Posting Guidelines

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

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

## Appendix G: [Posting Policy for the Activities & Recreation Center \(ARC\)](#)

### Activities & Recreation Center Policies and Procedures

Questions regarding the ARC's policies and procedures may be directed to the ARC team at [arcinfo@uw.edu](mailto:arcinfo@uw.edu).

#### Accessibility:

Individuals with a disability requiring an accommodation to participate in an ARC event can contact ARC staff at [arcinfo@uw.edu](mailto:arcinfo@uw.edu). It is preferred that arrangements are made 10 days prior to the event. Assisted listening headsets are available in meeting room ARC-121 and the second floor Overlook event space.

#### Alcohol:

The use of alcohol for events within the ARC requires permits/forms to be submitted four weeks prior to event. In order to obtain a banquet permit for an event on campus, event organizer must complete the on-campus form as well as the state form. Both of these forms must be posted during the event. The event organizer is responsible for following all campus and state guidelines and regulations regarding the use of alcohol during the event.

**Animals:** Animals are not permitted within the ARC, with the exception of service animals. More information regarding service animals is available at:

- Cascadia: [http://www.cascadia.edu/advising/sassresources/DSS\\_StudentHandbook3-2011.pdf](http://www.cascadia.edu/advising/sassresources/DSS_StudentHandbook3-2011.pdf)
- UW Bothell: <http://www.washington.edu/admin/rules/policies/APS/46.06.html>

**Building Hours:** Please visit: <https://www.uwb.edu/arc>

**Building Managers:**

ARC Building Managers are staffed during evening and weekend hours and are responsible for informing guests of building policies and procedures, ensuring the safety of guests and the building, and providing support to guests in the building (including serving as ARC point of contact for events in the building). Monday-Friday, Building Managers can be found on the First Floor Lobby or reached by phone at 425- 352-3878. Saturday-Sunday, Building Managers can be found at the Fitness Center front desk or reached by phone at 425-352-3580.

**Candles:** Open flame candles (such as Sterno's) may only be used in the ARC to heat food (or with prior approval, on a case by case basis, by the Director of the ARC), with the following guidelines:

- Candles may not be left unattended while burning.
- Candles must be of low flame variety and must be placed in a sturdy, non-combustible container.
- Candles should be completely enclosed in a tip-resistant non-combustible container constructed so as to be self-righting if placed in a freestanding position when possible. The container, if tipped, must be capable of containing the entire candle, dripping wax, and convected heat within the container.
- All readily combustible materials, such as drapes, curtains, or blinds, must be secured at least three feet away from the open flame.
- Candles must not be used in close proximity to heat or smoke detectors or sprinkler heads in such a way that heat or smoke might activate the device.

Incense is prohibited inside the ARC, except by prior approval from the Director of the ARC. Lighting devices such as tiki lamps, oil lamps, torches, etc. are prohibited inside the ARC. Electronic "candles" welcomed.

**Commercial Use:** The ARC may not be used for private or commercial purposes such as sales, advertising, charitable solicitations, or promotional activities unless such activities serve an educational purpose as determined by the Director of the ARC.

**Damage, Theft, Vandalism:** All individuals using the ARC facilities are expected to take reasonable steps to ensure proper care of the building and equipment. Any costs related to repair and/or replacement of ARC facilities and/or equipment due to damage, misuse, or vandalism (whether accidental or intentional), shall be the responsibility of the individual and/or sponsoring organization of the specific event, subject to review of the ARC professional staff. The ARC is not responsible for lost, stolen, or damaged personal property.

**Emergencies:** In the event of an emergency, guests of the ARC shall comply with all instructions from building staff and campus officials

- Bothell Fire & Police: dial 911 from any campus phone
- Campus Security: dial 25359 from any campus phone (425-352-5359 from off campus)
- ARC Information Desk: dial 23878 from any campus phone (425-352-3878 from off campus)

**Event Decorations:**

- No holes, paint or markings of any kind, size, or location that may permanently damage the facility are permitted. Please use blue painters tape to hang decorations. No decorations may be affixed with duct tape, nails, tacks, or staples to any moveable wall or painted wall surface.
- All exits must be free of barricades; no objects may be blocking exits or placed within six feet of an exit.
- Exit signs, fire extinguishers, smoke detectors, fire pull alarms, and emergency lights cannot be decorated, covered, or obstructed in any way.
- The use of confetti or mylar cutout/sprinkle type decorations is prohibited.
- Helium mylar balloons are not permitted as event decorations. Event planners using other types of helium balloons are responsible for securing balloons with weights. Removing stray balloons or replacing damaged caused by balloons tangled in fans, will be charged to the event planner and/or their organization. Please refrain from popping balloons in the ARC.
- Decorations must be removed by the end of a group’s reservation, including those decorations placed outside or near the ARC.

**Event Policies and Reservations:**

- First priority for reserving event space in the ARC shall be given to the organizations that have been allocated student fee programming dollars.
- Second priority for reserving event space in the ARC shall be given to Cascadia and UW Bothell affiliated groups. Reservation fees and restrictions apply. Please see Event Reservation Fees below.
- Last priority for reserving event space in the ARC shall be given to external clients when both Cascadia and UW Bothell are not in academic session or on weekends. Reservation fees and restrictions apply. Please see Event Reservation Fees below.
- Students interested in displaying classwork, group projects, or multi-day displays can contact the Student Facilities Advisory Committee for case-by-case basis approval. Please allow at least two weeks before desired installation date. A short description of the installation can be emailed to the Director of the ARC at [ecarman@uw.edu](mailto:ecarman@uw.edu).

**Event Reservation Fees**

Organizations that have been allocated student fee programming dollars:

	Rate
Events occurring during normal ARC Operating Hours	\$0
Events occurring outside of normal ARC Operating Hours	\$40/hour

Cascadia and UW Bothell affiliated groups:

	Rate	Minimum	Daily Max.
Monday-Friday before 5pm	\$87.50/hour	3 hour	\$700/day
Monday-Friday after 5pm	\$137.50/hour	3 hour	\$700/day
Saturday-Sunday before 5pm	\$137.50/hour	6 hour	\$1100/day
Saturday-Sunday after 5pm	\$175/hour	6 hour	\$1100/day

External groups:

	Rate	Minimum	Daily Max.
Monday-Friday before 5pm	\$175/hour	3 hour	\$1400/day
Monday-Friday after 5pm	\$275/hour	3 hour	\$1400/day
Saturday-Sunday before 5pm	\$275/hour	6 hour	\$2200/day
Saturday-Sunday after 5pm	\$350/hour	6 hour	\$2200/day

Event rate includes one standard event setup (ie a set up utilizing furniture currently in ARC inventory) and standard A/V setup (ie a setup utilizing equipment currently in ARC inventory, run by ARC A/V Tech Crew). Event rate does not include parking, furniture/equipment not in ARC inventory, or fees for excessive cleaning or damage to the facility. For more information, please contact [arcevent@uw.edu](mailto:arcevent@uw.edu).

### **Event Reservation Cancellations**

For Cascadia College and UW Bothell affiliated groups:

Event planners may cancel their reservation by providing ARC staff a written notice of termination.

- If notice is received more than 60 calendar days prior to event, no reservation fee will be charged.
- If notice is received 14-59 calendar days prior to event, a \$100 administrative fee will be charged.
- If notice is received less than 14 calendar days prior to event, the full reservation fee will be charged.

### **Event Reservations for Rain Back Up**

For Cascadia College and UW Bothell affiliated groups:

The ARC event space may be reserved as a rain backup location, with the following considerations:

- Event planner must provide the "go/no go" rain call 3 business days prior to event.
- A \$100 administrative fee will be charged if event space is not used; the full reservation fee will be charged if the event is hosted in the ARC.

### **Fitness:**

For related fitness ARC Operating Policies, please see the above appendix url, or visit:

<https://www.uwb.edu/getattachment/arc/information/policy-and-procedures/ARC-Operating-Policies-2018-2019.pdf?lang=en-US>

### **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.

### **Information Desks:**

The ARC First Floor Information Desk is staffed during weekday building hours and can be reached at:

- 425-352-3878
- [arcinfo@uw.edu](mailto:arcinfo@uw.edu)
- ARC First Floor Lobby

The ARC Lower Level Fitness Desk is staffed during fitness center hours and can be reached at:

- 425-352-3580
- [arcinfo@uw.edu](mailto:arcinfo@uw.edu)
- ARC Lower Level Fitness Center

### **Involvement & Leadership Office (ILO):**

#### **ILO General Policy**

- This space, including computers and workstations [and small meeting rooms] in the ILO are for paid student leaders and club members specifically for student leader work only.
- ILO operating hours are Monday through Friday from 8 AM to 7 PM, where the space will be available for business; After 7 pm, access to ILO is limited to authorized student employees with card swipe access.

#### **ILO Use Expectation**

- For students who wish to meet up with friends, do homework, or eat, please use the Overlook on the 2nd floor of the ARC.
- Students working in the ILO are held accountable for behavior by other students
- Monitor your noise level and keep voices at a respectful level
- It is the responsibility of all users of the ILO to self-regulate policy within the space. Make sure to monitor your peers and provide reminders when it comes to eating, sleeping and doing homework in the ILO.
- Clean your workspace, put away supplies, and dispose of trash each day
- Clean and organize ILO (ARC-130) and ARC workroom (ARC-135) according to cleaning schedule posted on the wall in the ARC-130
- Request replenishment of supplies when low, from your advisor.
- Report broken or missing equipment, supplies or technology to your advisor.
- Hide/lock up valuable items; the ILO is not a secure workspace.
- For questions about the ILO, please email [arcilo@uw.edu](mailto:arcilo@uw.edu).

#### **ILO Event Staging Area**

- Event Staging & Club Supply Pickup Area
- This is a storage area for supplies for upcoming events.
- Limit storage to no more than one (1) week prior to the event and remove all items within two (2) days after the event.

- Keep event/activities staging area (silver shelves in the back of the ILO and lockers) organized and put stuff away after your event is over
- Lockable cabinets are for event use only and can be reserved by emailing [studentprograms@cascadia.edu](mailto:studentprograms@cascadia.edu), [UWBclubs@uw.edu](mailto:UWBclubs@uw.edu)
- Mark every item or box with the name of your organization and the date of the event.
- Clubs can pick up items left for them by staff or Club Council here. Return items to this area when finished.

### **ILO Fridge**

- Event Staging & Club Supply Pickup Area
- This is a storage area for supplies for upcoming events.
- Limit storage to no more than one (1) week prior to the event and remove all items within two (2) days after the event.
- Keep event/activities staging area (silver shelves in the back of the ILO and lockers) organized and put stuff away after your event is over
- Lockable cabinets are for event use only and can be reserved by emailing [studentprograms@cascadia.edu](mailto:studentprograms@cascadia.edu), [UWBclubs@uw.edu](mailto:UWBclubs@uw.edu)
- Mark every item or box with the name of your organization and the date of the event.
- Clubs can pick up items left for them by staff or Club Council here. Return items to this area when finished.

### **ILO Workroom (ARC-135)**

- This room is only for use by student leaders, ARC employees, and club members.
- This room and the supplies in it are only for student leader work, not for class work or personal use.
- If supplies are low or empty, please email [arcilo@uw.edu](mailto:arcilo@uw.edu) to request more supplies.

### **ILO Copiers/Printers**

- UWB/CC Copiers/Printers
- Copiers and printers are only for use by student employees in the ARC.
- UWB Copiers and printers require a code, which is available from your adviser.
- Cascadia Copiers and printers require your employee ID card
- Copiers and printers are only for use for student leader work, not for class work or personal use.
- If copier is not working, please ask for help in ARC-140 or email [arcilo@uw.edu](mailto:arcilo@uw.edu).

### **ILO Sink**

- Wipe down sink and counters after each use
- Clean up all food and paint materials immediately after use
- Do not leave anything in the sink
- Items left near the sink to dry overnight need to be removed after two (2) days

## **ILO Work Stations**

- Work stations
  - Use desktop signage at workstations to indicate what group is in the office working - this signage is not intended to save a workstation.
  - No messy food at workstations, please clean up after yourself.
  - At the end of each shift, dispose of any trash and return items to their proper location
- Computers
  - Student leader work only, no homework
  - Lock your computers if you step away from them for less than 15 minutes
  - Log off of computers if you are gone for more than 15 minutes
- Accessing Files
  - Save to Share drive or U Drive, not in documents or desktop

## **ILO Lockers**

- Lockers are meant for storing your personal belongings while you are working - not while you are in class
- Locker check out is for Student Employees working in the ARC only
- Locks can be checked out at the ARC front desk
- Lockers are for day use only, do not leave your belongings here overnight
- If you have any questions, email [arcilo@uw.edu](mailto:arcilo@uw.edu)

## **ILO Doors**

- The main doors to the ILO will remain closed to help decrease the noise level from outside.
- The doors will remain unlocked during business hours of 8AM-7PM, Monday - Friday; after 7 PM access to ILO is limited to authorized student employees with card swipe access.

## **ILO Glass**

- Office hours listed on side panes
- Student leaders will update for their group
- Have student logos as placeholders

## **ILO Small Meeting Rooms**

- Are for student leaders/club use
- Use whiteboards outside of doors: name, name of group, time out
- Can be reserved through [myarc.uwb.edu](http://myarc.uwb.edu)
- When space is not reserved, priority use will be given to student employees working club or organization projects
- Are not intended for studying, non-organization projects, or napping.

## **ILO Food**

- Food is allowed in ILO as long as non-messy at computer
- Any kind of food allowed in back of ILO at worktables
- Clean up after yourself completely
- Wipe down table surface after you are finished eating
- These areas will not be cleaned by professional staff or Facilities Services.

### **ILO and ARC Front Desk**

- Each student group will be responsible for making sure the ARC Info Desk has your information and business cards
- Check out keys for lockers

### **Lost and Found:**

Items turned into the Information Desk will be delivered to Campus Safety on a routine basis.’

### **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 6 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
- The above policies apply to digital signage in the ARC. Digital signage submissions can be submitted to [arcinfo@uw.edu](mailto:arcinfo@uw.edu).

### **Reserving Meeting and Event Space:**

- Reservations for space in the building will be coordinated through [myarc.uwb.edu](http://myarc.uwb.edu). Questions may be directed to [arcevent@uw.edu](mailto:arcevent@uw.edu).
- ARC meeting rooms (ARC-110, ARC-121, ARC-210) may only be reserved in advance by student

clubs and organizations to hold their regularly scheduled meetings. However, should the room be available, it can be used day-of on a first-come, first-serve basis for other purposes.

- ARC mini meeting rooms (ARC-021, ARC-131a, ARC-131b, ARC-141a, ARC-141b) are for internal use only, and are designated as private space for professional staff, student employees, and club officers to conduct meetings and/or business.

**Smoking:** Smoking is prohibited in the ARC. This includes vaporizers.

**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, writing with markers, and other items.

ARC Policies and Procedures Last Updated: September 2018