Associated Students of University of Washington Tacoma
Bylaws

TITLE I – SYSTEM OF BYLAWS

100.00 BYLAW FORM

100.01 The Bylaws shall be divided into titles dealing with related and similar subjects. Each title shall be, in turn, divided into a numerically designed set of chapters.

100.02 Each chapter may be subdivided by means of a decimal arrangement. For example: Chapter 100.00, 100.01. 100.02, and so on. Each of these subsections may be divided further by the use of letters organized in alphabetical order.

101.00 BYLAW AMENDMENTS

101.01 The ASUWT Executive Board and ASUWT Senate shall have authority to enact and amend the ASUWT Bylaws by a two-thirds (2/3) vote of Seated Membership with approval of both memberships.

101.02 All legislation regarding Bylaw amendment(s) shall be turned into the Chair seventy-two (72) hours in advance of the next meeting

101.03 Legislation regarding Bylaw amendment(s) shall be distributed to all relevant parties at least forty-eight (48) hours before the next public meeting to provide ample time to review the proposed amendments.

102.00 PURPOSE

102.01 The purpose of the ASUWT Bylaws shall be to:

1. Ensure compliance of the constitution and bylaws as directed.
2. Specify the policies and operating procedures of ASUWT Bylaws not otherwise enumerated in the ASUWT Constitution.
3. Serve as the organizational manual for ASUWT

103.00 BYLAW AUTHORITY & COMPLIANCE

103.01 No part of these Bylaws may supersede or conflict with any part of the ASUWT Constitution, rules and regulations of the University of Washington Tacoma, laws of city, state, and county government.

103.02 If any part of these Bylaws is found to be in conflict with the ASUWT Constitution, it shall be deemed null and void. All other sections of the Bylaws shall remain in effect.

103.03 In any event where the titles of the Senate or the Executive Board conflict:

1. Refer to the ASUWT Constitution first to mitigate any questions, clarifications, or errors.
2. If a bylaw change is added to either chapter that conflicts with the corresponding title, that change will be void.
3. A sub-committee will be formed of equal membership of the Executive Board and Senate to ensure that any bylaws changes are reflected in both titles.

103.04 All members of ASUWT serving in any official role must comply with the bylaws, unless otherwise noted in section 103.01

103.05 Deliberate disregard of these Bylaws shall be grounds for removal from office through the procedures as set in these bylaws.

TITLE II – LOGISTICS

200.00 DEFINITIONS

Going forth, following terms shall refer to the following:

1. "University" is the University of Washington Tacoma
2. "ASUWT" is the Associated Students of University of Washington Tacoma.
3. "ASUWT Officials" is the Senate and Executive Board as a whole body.
4. "ASUWT Members" is the voting members of ASUWT who opt into being a member at the time of quarterly registrations.
5. "SAFC" is the Student Activities Fee Committee.
6. "STFC" is the Student Technology Fee Committee.
7. "EAC" is the Election Administration Committee.
8. "CCE" is the Council for Campus Engagement
9. "Days" or "school days" are those days (Monday through Friday only) designated by the University as "instructional days."
10. "Academic year" shall refer to Autumn Quarter, Winter Quarter, and Spring Quarter.
11. All references to "hours" that are multiples of 24 (i.e. one day) will be interpreted in the same manner as the above paragraph.

201.00 ELIGIBILITY

ASUWT officials must be registered voting members and students in good standing within the University of Washington Tacoma. All ASUWT officials must meet the following requirements:

1. Undergraduate students must maintain a minimum of 5 credits per quarter throughout the academic year (excluding summer quarter).
2. Graduate students must maintain a minimum of 5 credits per quarter throughout the academic year (excluding summer quarter).
3. Maintain a cumulative grade point average of 2.5

202.00 TERMS OF OFFICE

ASUWT Officials shall hold office from Commencement to Commencement, regardless of the state of the budget.

203.00 ASUWT-ELECT

203.01 Shall have no powers over the current ASUWT Senate and Executive Board, unless specified in the constitution.

203.02 Shall not conduct meetings until officially taking office, as specified in section 202.00.

204.00 MANDATORY TRAINING

204.01 ASUWT Officials shall undergo mandatory training upon assumption of their new position as referenced in 202.00.

1. These trainings shall be planned in collaboration between the President, Vice President, Director of Internal Affairs and ASUWT Advisor.
2. Training topics include (but are not limited to) the following:
    a. ASUWT Organizational Structure
    b. Constitution & Bylaw Understanding
    c. Governance (Powers of ASUWT)
    d. Robert Rules of Order
    e. Open Public Meetings Act (OPMA)
    f. Committees
3. Continuing Education Training(s) throughout the academic year may be administered to members of ASUWT at the discretion of the ASUWT President.

205.00 MEETINGS AND CONDUCT

205.01 Meetings of the Senate and Executive Board shall be conducted as follows:

1. The Senate and Executive Board shall meet at least 2 times per month during the academic year, except during summer or months during the academic year that include breaks.
    a. It is recommended that the Senate and the Executive Board meet 4 times a month.
2. All meetings shall be conducted according to the provisions of the Washington State Open Public Meetings Act.
3. Records of all meetings and decisions shall be kept according to the Washington State Public Records Act and relevant University of Washington policies.
4. The latest available edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all meetings of the Senate and Executive Board.

205.02 All meetings shall be open to members of ASUWT and the public unless the Chair orders an Executive Session. An Executive Session may be ordered to discuss matters relating to:

1. Purchase or lease of real estate.
2. Appointment, employment, or dismissal of an employee or volunteer.
3. Hearing of charges against an employee, unless such employee requests an open hearing.
4. Any other purpose allowed by the Washington State Open Public Meetings Act.

205.03 If a meeting is disrupted and cannot be restored to order, the Chair may clear the room and resume the meeting. Only agenda matters may be decided once the room is cleared. Representatives of the press or other news media may return to the room as per state law. If clearing a room is not possible, the meeting may relocate with a majority vote of ASUWT officials.

205.04 Minutes shall be publicly posted no later than ten (10) days after approval at the next scheduled Senate or Executive Board meeting

206.00 VOTING PROCEDURES

206.01 Proxy voting by absent Senate and Executive Board members shall be allowed in extenuating circumstances as determined by the Chair of the meeting.

1. In-person proxy votes shall occur by the absent member giving their written and signed vote to the Chair prior to leaving the meeting.
2. Virtual votes shall occur if a member cannot be physically present at a meeting with the stipulation that the member must attend the meeting in a virtual hybrid setting utilizing online communication (such as Zoom or other comparable communication services) that have live audio and visual connection.

207.00 ABSENCE AND LEAVE OF ABSENCE

207.01 An absence shall include missing a scheduled meeting and mandatory ASUWT function or events as specified by the Director of Internal Communications and Affairs for Senators and the President for Executive Board members.

207.02 Failure to be excused by the Chair at least forty-eight (48) hours prior to missing an ASUWT meeting or event will constitute an unexcused absence.

207.03 Fifteen (15) minutes after a meeting has officially been called to order, all members not present who should be in attendance, and not otherwise excused, will incur an unexcused absence.

207.05 Leave of Absence:

1. A leave of absence may occur if a Senator or Executive Board member is unable to fulfill their duties due to an extenuating circumstance.

2. A leave of absence must be approved in writing by the President and Director of Internal Affairs. The Director of Finance must be copied on the approving email to arrange for suspension of pay during the leave period.
3. Absence time is allotted and decided upon by the ASUWT President, the Director of Internal Affairs, and the Speaker of the Senate.
    a. If the request is being made by the ASUWT President, Director of Internal Affairs, and Speaker of the Senate, then the Vice President will take their spot in deciding the allotment.

4. In the event, an ASUWT Member's leave of absence is greater than a month, there would be a conversation regarding if the person should keep their position.

208.00 VACANCIES

208.01 Vacancies in the Senate:

1. The Director of Internal Affairs will convene a hiring committee composed of at least two incumbent members of ASUWT to select and propose a replacement to the Senate. Upon a majority vote of the Senate, the new Senator will take office immediately.
2. No candidate for Senate appointment shall hold any other elected. If a member of the aforementioned is to be confirmed into their position, they must formally resign their current position prior to accepting the vacant Senate position

208.02 Vacancies in the Executive Board

1. Filling a vacant position on the Executive Board will require two thirds (2/3) vote of approval from the Senate using hiring processes outlined in 208.03 and 208.4.
2. A special election shall be conducted by the EAC given the following:
    a. The President and Vice President positions are vacant.
    b. More than 50% of Executive Board positions are vacant at one time.

208.03 The Open Selection Process to fill an Executive Board position shall proceed as follows:

1. ASUWT will use the following forms of advertisement, including but not limited to: student jobs posting, campus wide emails, flyers, and a press release to The Ledger.
2. The Executive Board shall direct the President and Director of Internal Affairs in collaboration with one other Board member to publicize the vacant position.
3. The application deadline shall be defined by the Director of Internal Affairs and the ASUWT President.
4. No additional applications shall be accepted after the deadline. The Director of Internal Affairs shall set up interviews at the discretion of the hiring committee.

208.04 The Hiring Procedure to fill an Executive Board position shall proceed as follows:

1. Each applicant will be interviewed by a panel consisting of the President, an Executive Board Member, and one other ASUWT Official.
2. Upon completion of the interviewing process, the interviewing panel shall provide a brief summary of the candidate's qualifications to be forwarded to the Executive Board for deliberation. The Board shall recommend a candidate of its choosing to the Senate for final approval with a two-thirds (2/3) vote.

208.05 No candidate for President or Executive Board position shall hold any other elected ASUWT position or Senate position. If a member of the aforementioned groups wishes to be considered for a President or Executive Board position, they must formally resign their position prior to accepting the vacant President, or Executive Board position.

208.06 Should there be any vacant elected positions in the Executive Board and/or Senate by the month of March, the hiring processes outlined in these bylaws will discontinue to allow for the ample promotion of the upcoming election cycle. This stipulation may be overruled if the board and/or Senate are unable to meet quorum.

209.00 RESIGNATION

209.01 Any ASUWT Official who chooses to resign during any part of their term in office must meet with the President (for the Executive Board) or the Director of Internal Affairs (for the Senate). Following the meeting they must send their letter of resignation electronically to the ASUWT President, the Director of Internal Affairs, and the ASUWT Adviser.

209.02 The letter of resignation received by all parties above will be effective immediately and no rescinding of the letter will be allowed.

210.00 REMOVAL FROM OFFICE

210.01 Failure to perform the responsibilities, functions, powers, or duties outlined in the ASUWT Constitution and Bylaws will result in the following actions:

1. The Senate shall review and investigate complaints against its own membership supported by a fifty (50) percent plus one (1) majority of Senators, or petitions submitted to the Senate by at least five (5) percent of ASUWT voting members.
2. The Senate shall review and investigate complaints against an Executive Board member signed according to any of the following criteria when:
    a. A fifty (50) percent plus one (1) majority of the Executive Board passes a petition to the Senate.
    b. A fifty (50) percent plus one (1) majority of the seated membership of the Senate deem it necessary to call a hearing by majority vote.
    c. Petitions are submitted to the Senate by at least five (5) percent of ASUWT members.

3. Should the Senate find by two-thirds (2/3) majority that the complaint is justified according to the criteria in Title IV, Section 9 subsection “A” of the Constitution, that member of the Senate or Executive Board shall be removed from office.
4. Enactment of Step #3 of ASUWT’s Internal Accountability Policy as described in Section XI.

210.02 Violations of the Student Conduct Code will result in the removal from a position in ASUWT. This process will be enacted by the ASUWT Advisor as the process is confidential to the student(s) involved.

210.03 Failure to maintain a minimum of 5 credits per quarter (excluding summer) and/or a cumulative GPA of 2.5 while in office will result in removal from office.

TITLE III - THE SENATE

300.00 ESTABLISHMENT OF THE SENATE

The Senate shall be the opinion making body of ASUWT. It constitutes the representative voice of the students of the University of Washington Tacoma. Through its deliberations and powers as outlined in the ASUWT Constitution this body is responsible for guiding the Executive Board.

301.00 MEMBERSHIP

301.01 Core Representatives: Each academic program at the University of Washington Tacoma is entitled to one elected Senate representative. ASUWT recognizes the following academic units/colleges as academic programs:

- Interdisciplinary Arts and Sciences: Culture, Arts, and Communication
- Interdisciplinary Arts and Sciences: Politics, Philosophy, and Public Affairs
- Interdisciplinary Arts and Sciences: Science and Mathematics
- Interdisciplinary Arts and Sciences: Social, Behavioral, and Human Sciences
- Interdisciplinary Arts and Sciences: Social and Historical Studies
- Engineering and Technology
- Urban Studies
- Education
- Social Work and Criminal Justice
- Nursing and Healthcare Leadership
- Business
- Pre-Major Student
- Graduate Student

Should a representative change their major or academic unit, the representative will be removed from office. Pre-Major senators are exempt as they only need to be pre-major at the time of election.

301.02 Senate Appointment Process: Additional senators may be appointed to the Senate to provide representation for student populations that may not otherwise be adequately reflected by senators from academic programs. All representatives are entitled to one seat. ASUWT recognizes the following as eligible at-large senators:

- First Year Student Senator
- Transfer Student Senator
- Court 17 Resident Senator
- First Generation College Student Senator
- Veteran Student Senator

Additional at-large Senate representatives may be created with amendments to this section in the ASUWT Bylaws.

301.03 Nomination Process

To ensure that all appointed senators can represent their designated demographic effectively, the following process will be conducted by the Senate:

1. Letter of Interest
    a. Candidates interested in the position must submit a written Letter of Interest to the Speaker of the Senate.
    b. The Speaker of Senate will then present the candidate to the ASUWT Senate at the next meeting for discussion in executive session of whether they will be moved forward in the process. With a majority vote, the ASUWT Senate may deny or accept to interview a candidate.
2. Interview
    a. Once the ASUWT Senate has moved forward to interview a candidate, they will invite the candidate to the upcoming Senate meeting for an interview.
    b. Candidates will deliver a 3-5 minute pitch outlining their qualifications, goals, and why they are the best fit for the role.
    c. Senators will have the opportunity to ask candidate questions related to their Letter of Interest and readiness to fulfill the role's responsibilities.
3. Appointment
    a. Following the interview, whether in the same meeting or in a future meeting, the Senate may hold a vote to appoint or reject the candidate. A simple majority of seated Senators is required for the appointment to be approved.

When the ASUWT Senate cannot meet quorum or has less than seven (7) senators, the ASUWT Executive Board may conduct this process until the Senate is able to conduct the process themselves. The Executive Board will ensure that the Senate is well-informed and provided opportunities to be included in the process.

302.00 SPEAKER OF THE SENATE AND THE SENATE CHAIR

302.01 By the end of the first Senate meeting of the academic year, the Senate shall have elected a Speaker from among their membership. The selection process for Speaker is as follows:

1. All senators interested in becoming the Speaker of the Senate must email the Director of Internal Affairs at least 48 hours before the first Senate meeting to express their interest, with no exceptions permitted.

2. Once the window to submit interest is up, the Director of Internal Affairs will compile a list of candidates as well as an order for them to give their speeches.
3. Speaker of the Senate candidates will present a 3-5 minute speech (written by themselves without the usage of artificial intelligence) as for why they would be best for the position. Following the last speech, a majority rules vote will take place to choose the Speaker of the Senate.

302.02 Powers and responsibilities of Speaker shall be as follows:

1. Act as a unifier and a mediator, while also reminding officials of ASUWT's need to represent all students.
2. Represent the Senate by sitting as a non-voting member on the Executive Board, attending all Board meetings unless otherwise excused.
3. Act as Senate Chair

302.03 The Director of Internal Affairs shall chair the Senate in the absence of the Speaker of the Senate as a non-voting member.

303.00 POWERS AND RESPONSIBILITIES OF THE SENATE

303.01 The Senate shall have the following powers:

1. Request and receive reports from the Executive Board on items of student concern.
2. Formulate official opinions on behalf of the student body of the University of Washington Tacoma.
3. Confirm appointments to fill vacancies on the Executive Board and Senate.
4. Interpret election policies and resolve election disputes at the request of the EAC.
5. Remove members of the Senate and Executive Board
6. Request action from the Executive Board on items of student concerns.
7. Create committees to research and investigate issues of student concern.
    a. The committees can work in tandem with, if applicable, the Director in charge.
8. These committees must have a clearly enumerated purpose and goal(s).
    a. The formation of these committees must be approved by the Senate by a two-thirds (2/3) vote of seated membership.

303.02 All Senators shall be responsible to:

1. Read the Constitution and Bylaws and have working knowledge of the responsibilities of the ASUWT organization.
2. Regularly attend ASUWT Senate meetings, which are to be held in accordance with the ASUWT Constitution, Bylaws, and Open Public Meetings Act.
3. Check email and Microsoft Teams, responding within forty-eight (48) hours during school days to any requests, excluding weekends (Saturday and Sunday) and nationally recognized holidays.
4. Read, review and vote on the legislative agenda brought forth by the Director of Legislative Affairs. A two-thirds (2/3) vote of the Senate is required for approval.

5. Read, review and request changes (if desired) to the agendas of the Executive Board.
6. Listen to students at large regarding issues affecting the student body.
7. Promote students' interests and needs through participation, advocacy and representation.
8. Manage policies internal to the Senate.
9. Hire and confirm vacancies on the Senate and Executive Board.
10. Approve changes to the ASUWT Bylaws brought forth by the Executive Board.
11. Approve the Election Calendar and Election Code brought forth by the EAC no later than the fifth week of Winter Quarter.

304.00 SENATE RESOLUTIONS

304.01 Resolutions are documents formally stating the official policy opinion, will, or intent of the ASUWT Senate.

304.02 Senate Resolutions submissions:

1. All Senatorial legislation shall be submitted to the Speaker of Senate seventy-two (72) hours in advance of the next Senate meeting.
2. The Speaker of Senate must include Senatorial legislation if it has been submitted before the seventy-two (72) hour period.
3. Senate legislation shall be distributed to all Senators and relevant parties twenty-four (24) hours before the next Senate meeting.
4. Any students wishing to create a Resolution must have a current Senator submit the resolution to the Speaker of Senate.
5. All Resolutions must be sponsored by at least one (1) Senator.

304.03 Resolutions shall be printed on the appropriate ASUWT Legislation Form as distributed by the Speaker of Senate.

304.04 Resolutions shall be open for debate upon their first presentation to the Senate.

304.05 Resolutions shall take effect immediately following their approval by the Senate.

TITLE IV - THE EXECUTIVE BOARD

400.00 ESTABLISHMENT OF THE EXECUTIVE BOARD

The Executive Board shall be the governing body of ASUWT. Control of ASUWT operations is vested in an Executive Board of ten voting members, as follows:

a. President

b. Vice President

c. Director of Outreach

d. Director of Finance

e. Director of Student Technology

f. Director of Legislative Affairs

g. Director of Internal Affairs

h. Director of Undergraduate Affairs

i. Director of Graduate Affairs

j. Director of Equity & Accessibility

401.00 POWERS AND RESPONSIBILITIES OF THE BOARD

401.01 The Executive Board, voting as a whole, shall have the power and responsibility to:

1. Act as the official governing body of the recognized student government association at the University of Washington Tacoma under Washington State law.
2. Represent the interests and opinions of students at the University of Washington Tacoma before University faculty and administration, the local community, and local, state, and federal government officials.
3. Work in conjunction with other University of Washington campuses, and other educational institutions, to advance the interests of the University of Washington Tacoma and its students.
4. Have sole authority to approve the appointment of University of Washington Tacoma students to University committees.
    a. Appointments to SAFC and STFC are to be made as outlined in their respective bylaws.
5. Approve or deny in its entirety a proposal for student technology fee levels and expenditures.
    a. Ratification of an STFC allocation budget requires a two-thirds (2/3) vote of the Executive Board.
    b. The Executive Board may not amend the STFC allocation budget.

c. The Executive Board may send an STFC allocations budget back to STFC to reconsider with comments from the Executive Board. The STFC must return to the next Executive Board meeting to justify decisions to either fund or deny the questioned proposals. The Executive Board will then vote again on the STFC allocation budget.
d. All STFC's budget recommendations to the Executive Board must be also provided to the Senate; the Senate however does not have a vote on the matter.

6. Hire staff and recruit volunteers in furtherance of ASUWT activities, including staff not explicitly named in the Constitution.
7. Have oversight over hired staff, including the authority to set personnel policies and dismiss staff.
8. Have sole authority to submit ASUWT budget requests to SAFC with a two-thirds (2/3) vote of approval. This may include funding requests to outside sources, payroll, and operational expenses.
9. Have sole authority to manage the expenditures of ASUWT, and acquisition, maintenance, and disposal of property held by ASUWT.
10. Approve legal documents and agreements on behalf of ASUWT.
11. Develop and manage other projects appropriate to the interests of students at the University of Washington, Tacoma.

401.02 All Executive Board members shall be responsible to:

1. Read the Constitution and Bylaws and have working knowledge of the responsibilities of the ASUWT organization.
2. Regularly attend ASUWT Board meetings, which are to be held in accordance with the ASUWT Constitution, Bylaws, and Open Public Meetings Act.
3. Check email and Microsoft Teams, responding within forty-eight (48) hours during school days to any requests, excluding weekends (Saturday and Sunday).
4. Provide an individual report once a month at a Senate meeting of the individual and/or collaborated ASUWT work that has been conducted since the last meeting.
5. Initiate and distribute projects and tasks to ASUWT Board members as applicable.
6. Maintain weekly office hours to be served during the Center for Student Involvement's hours of operation. Hours per position may vary and are specified within each Executive Board members' description.
    a. Office hours are subject to change under extenuating circumstances. A change in hours must be emailed to the Vice President, Office Manager, Speaker of the Senate, and ASUWT Adviser.

402.00 THE ASUWT PRESIDENT

402.01 The ASUWT President shall carry out the policies of ASUWT as set in the ASUWT Constitution, Bylaws, and Senate actions.

402.02 The ASUWT President shall have the power and responsibility to:

1. Assign and distribute projects and tasks to the ASUWT Board and ASUWT Senate as applicable in accordance with the Constitution and respecting the powers of the Board as a whole.
    a. Work closely with the Director of Internal Affairs to delegate tasks to the Executive Board.
    b. Receive progress reports from the Director of Internal Affairs concerning the Executive Board's productivity.
    c. Work closely with the Speaker of Senate to delegate tasks to the ASUWT Senate
    d. Receive progress reports from the Speaker of Senate concerning the Senate's productivity.
2. Communicate the needs and concerns of the undergraduate and graduate students to the University Administration by:
    a. Meeting with the University administrators in conjunction with the Vice President at least two (2) times per quarter excluding summer quarter.
    b. Developing proposals and comments regarding University policy.
    c. Attending other meetings with faculty, deans, and other administrators as needed.
    d. Attend and participate in all meetings of the Chancellor's Cabinet.
3. Represent ASUWT at meetings and to the media.
    a. Per the Constitution (Article VI, Sec 7a.) the Senate shall have the ultimate authority in creating and authenticating official opinions of the Student Body
    b. The ASUWT President shall be responsible for communicating the official opinion of the Senate.
4. Keep an open line of communication with the Faculty Assembly and Staff Assembly.
5. Preside over all Executive Board meetings of ASUWT.
6. Communicate with the Senate and provide recommendations and background information.
7. Communicate with the student governments of UW Bothell and UW Seattle to ensure that the efforts of the Tri-Campus Committee continue, which includes occasional travel.
8. Work with the Executive Board to identify, recommend, and appoint students to committee positions. That may include but is not limited to the Services and Activities Fee Committee (SAFC), Student Facilities Committee (STFC) or its equivalent, administrative hiring committees, and university committees as they arise.

9. All ASUWT annual appointments to University committees and to faculty councils and committees shall be made based on a fair and open selection to be established by the Executive Board and published by the properly designated individual(s). The Executive Board must formally adopt criteria during the first week of Autumn Quarter each year.
    a. Failure of an appointee to comply with the requirements outlined in the Bylaws may be cause for dismissal from the appointment.
10. Present the Senate with relevant background information for all appointees to fill Executive Board vacancies.
11. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.
12. Lead and work closely with the ASUWT Task Forces regards to planning, executing, and implementing initiatives relating to student life.

402.03 The ASUWT President shall appoint the following as directed by the ASUWT Constitution and Bylaws with guidance of the respective hiring committees:

a. Office Manager
b. Legislative Liaison
c. City Liaison
d. Multimedia Specialist
e. Election Administration Committee members
f. Task Force Members
g. Campus Organizer

403.00 VICE PRESIDENT

403.01 The ASUWT Vice President shall carry out the policies of ASUWT as set in the ASUWT Constitution, Bylaws and Senate actions.

403.02 The ASUWT Vice President shall have the power and responsibility to:

1. Maintain open lines of communication with the student body to determine and assess general wants, needs and concerns of the students.
2. Initiate projects to create new programs or add new services that will improve the college experience.
3. Initiate projects to improve interiors and exteriors of campus buildings.
4. Co-chair the Council for Campus Engagement and meet regularly with student organizations to gather feedback from diverse student communities.
5. Represent ASUWT at meetings and to the media on behalf of the ASUWT President and Senate.
6. Assist the ASUWT President in communicating with the student governments of UW Bothell and UW Seattle to ensure that the efforts of the Tri-Campus Committee continue. This may require travel.
7. Assist the President in Executive Board meetings including chairing in the case of an absence.
8. Complete assigned projects and tasks as directed by the ASUWT President.
9. Request projects and tasks of Executive Board Members.
10. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used however necessary to fulfill duties as outlined in the ASUWT Constitution and Bylaws.
11. Lead and work closely with ASUWT Task Forces with regards to planning, executing, and implementing initiatives relating to student life.
12. Carry out delegated tasks as described by the ASUWT President.

403.03 The Vice President shall assume all powers and duties of the ASUWT President when the President is absent or unable to perform the obligations associated with the office.

404.00 DIRECTOR OF OUTREACH

404.01 The ASUWT Director of Outreach shall carry out the policies of ASUWT as set in the ASUWT Constitution and Bylaws.

404.02 The ASUWT Director of Outreach shall have the power and responsibility to:

1. Be responsible for all outreach efforts on behalf of ASUWT.
2. Report to the Executive Board on current projects, issues, and opportunities to collaborate found through interactions with the campus community.
3. Coordinate opportunities for collaboration between ASUWT and other organizations both inside and outside the University,
4. Hold quarterly meetings with the President to assess outreach efforts and address issues of concern.
5. Review the public relations exposure of ASUWT and forward appropriate concerns and ideas to the Senate and Executive Board.
6. Conduct at least one (1) student forum per quarter, with the exception of the summer, for the purpose of obtaining student comments and concerns and communicating progress on projects.
7. Create opportunities for students campus-wide to express concerns directly to the ASUWT Executive Board and Senate.
8. Manage and delegate responsibilities as necessary to the Multimedia Specialist.
9. Maintain any current form of web-based communication.
10. Establish procedures for the implementation and maintenance of publicity on the ASUWT website, providing for access to the following information:
    a. Directory of all ASUWT Executive Board Members
    b. Directory of all ASUWT Senators
    c. Profiles of the ASUWT President, Executive Board, and Senate
        i. Profiles are to be brief bios submitted by each member of ASUWT to Director of Outreach by the start of Fall Quarter.
        ii. Profiles should be accompanied by corresponding ASUWT email addresses for all ASUWT officials.
    d. Meeting times and locations for all scheduled ASUWT Senate and Board meetings
    e. Times and locations for weekly office hours of ASUWT Officials
    f. Agendas and minutes from ASUWT Senate and Board meetings
    g. The ASUWT Constitution and Bylaws
    h. ASUWT news and press releases

11. Request projects and tasks of Executive Board members.
12. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used however necessary to fulfill duties as outlined in the ASUWT Constitution and Bylaws.
13. Chair Registered Student Organization (RSO) Committee to amplify student voices and concerns.
14. As appropriate, work with internal Senate committees to advertise, market, and coordinate outreach efforts relating to initiatives concerning student life.
15. Carry out delegated tasks as described by the ASUWT Vice President and ASUWT President.

405.00 DIRECTOR OF FINANCE

405.01 The ASUWT Director of Finance shall carry out the policies of ASUWT as set in the ASUWT Constitution and Bylaws.

405.02 The ASUWT Director of Finance shall have the power and responsibility to:

1. Create and report all financial matters such as salaries, budgets and other related items of ASUWT as necessary.
2. Create SAFC budget proposal and presentation in collaboration with President and secure approval of the Executive Board with a two-thirds (2/3) vote.
3. Meet with the ASUWT adviser as necessary to handle financial matters.
4. Oversee, review, and approve all expenditures of ASUWT to ensure spending is on track to meet bottom line at the end of the fiscal year.
5. Have a thorough understanding of all financial resources available to ASUWT Officials (including payroll of ASUWT elected and hired officials) and the ability to teach and advise members about them.
6. Serve as communication link between budgeting committees and ASUWT.
7. Serve as an ex-officio member for SAFC
8. Co-chair the Council for Campus Engagement and manage allocations for student organizations.
9. Inform Executive Board members and Senators of required tasks to ensure ASUWT's financial compliance and transparency.
10. Request projects and tasks of Executive Board members.

11. Receive weekly reports from the Executive Board and Senate to determine usage of hours for the purpose of annual budget development.
12. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.
13. Work on a committee with the ASUWT President and Vice President to create the organization's Special and Annual Allocations proposal to the Services and Activities Fee Committee (SAFC).
14. As appropriate, work with internal Senate committees regarding matters concerning the finances of ASUWT.
15. Carry out delegated tasks as described by the ASUWT Director of Vice President and ASUWT President.

406.00 DIRECTOR OF STUDENT TECHNOLOGY

406.01 The ASUWT Director of Student Technology shall carry out the policies of ASUWT as set in the ASUWT Constitution, the ASUWT Bylaws, and the Student Technology Fee Committee Policies & Procedures.

406.02 The ASUWT Director of Student Technology shall have the power and responsibility to:

1. Create opportunities for ASUWT membership to provide feedback regarding technology on campus.
2. Lead the selection process of student-at-large STFC members and ensure that the STFC is populated by the third (3rd) week of Autumn Quarter.
3. Develop and publicize a schedule for the operations of the STFC for the academic year to include:
    a. Periods during which proposals for funding will be accepted.
    b. Periods during which proposals will be reviewed by the STFC.
    c. Dates of STFC forums and showcases.
4. Present the budget for each allocation period as approved by the STFC for the ratification by the Executive Board.
    a. The Chair of STFC must submit via email or hard copy all STFC proposals received along with justification for all denials and stipulations a minimum of 5 school days prior to the meeting in which the Executive Board will vote on the budget.
5. Serve as ASUWT's representative on the Campus Technology Committee or its equivalent.
6. Present STFC approved amendments of the Student Technology Fee Committee Policies & Procedures for Executive Board ratification.
7. Lead STFC in determining any changes to the Student Technology Fee are necessary for the coming year. Changes require a two-thirds (2/3) affirmative vote by the STFC. The student technology fee amount must then be submitted to the ASUWT Executive Board by the last Senate meeting in February for approval by a two-thirds (2/3) vote. If the Student Technology Fee is different than the previous year, the ASUWT Executive Board will submit a written document stating the change in fee to the appropriate UW Tacoma Administration and the UW Board of Regents.
8. Request projects and tasks of Executive Board members.
9. Communicate regularly with academic leadership regarding the technological needs of students in classrooms and other learning environments.
10. Meet regularly with campus department representatives responsible for technologies funded by the student technology fee to assess usage, gather feedback, and identify areas for improvement prior to the Student Technology Fee Committee's formation.

11. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.
12. Carry out delegated tasks as described by the ASUWT Vice President and ASUWT President.

407.00 DIRECTOR OF LEGISLATIVE AFFAIRS

407.01 The ASUWT Director of Legislative Affairs shall carry out the policies of ASUWT as set in the ASUWT Constitution and Bylaws.

407.02 The ASUWT Director of Legislative Affairs shall have the power and responsibility to:

1. Communicate and assert student needs to the Tacoma City Council, State Legislature, Governor, Washington Student Achievement Council, and federal congressional members.
2. Review actions of the state government with regard to student concerns and formulate appropriate responses to be forwarded to the ASUWT Senate for action.
3. Create local, state, and federal legislative agendas with the assistance of the Legislative Liaison and the Legislative Action Council to be approved by the Senate.
4. Serve as manager of the work of the Legislative Liaison, City Liaison, and Campus Organizer.
5. Assist the ASUWT President in communicating with the student governments of UW Bothell and UW Seattle to ensure that the efforts of the Tri-Campus Committee continue.
6. Request projects and tasks of Executive Board Members.
7. Work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.
8. As appropriate, work with internal Senate committees regarding matters concerning ASUWT's legislative efforts.
9. Carry out delegated tasks as described by the ASUWT Vice President and ASUWT President.

408.00 DIRECTOR OF INTERNAL AFFAIRS

408.01 The ASUWT Director of Internal Affairs shall carry out the policies of ASUWT as set in the ASUWT Constitution and Bylaws.

408.02 The ASUWT Director of Internal Affairs shall have the power and responsibility to:

1. Chair the ASUWT Senate meetings as a non-voting member in the Speaker of Senate's absence.
2. Regularly check-in with ASUWT Hired Staff to ensure internal accountability.
3. Enforce Accountability Policy as outlined in Title XI - Internal Accountability Policies.
4. Conduct open hiring processes for ASUWT staff and Executive Board vacancies.
5. Present candidates to the Executive Board for final approval or rejection.
6. Publish and maintain a list of all students serving on University/ASUWT committees.
7. Supervise and direct the Office Manager. In the Office Manager's absence, complete the following duties:
    a. Ensure that the current academic year's resolutions, bills, and meeting minutes are made publicly available via the current ASUWT multimedia and websites.
    b. Maintain all official documents of the ASUWT Senate and ensure that they are publicly available on the ASUWT website.
    c. Ensure compliance with Senate and Executive governing documents by reporting to each body and suggesting bills, amendments or other resolutions to issues.
    d. Prepare and submit meeting agendas via email to the Office of Public Records and Open Meetings no later than one week prior to the meeting.
8. Work with the ASUWT President to plan quarterly bonding or professional development activities for ASUWT officials.
9. Work collaboratively with the Director of Equity and Accessibility to ensure ASUWT's operations, policies, and decision-making processes are equitable, inclusive, and fair.
10. Request projects and tasks of Executive Board members.
11. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.
12. Carry out delegated tasks as described by the ASUWT Vice President and ASUWT President.

409.00 DIRECTOR OF UNDERGRADUATE AFFAIRS

409.01 The ASUWT Director of Undergraduate Affairs shall carry out the policies of ASUWT as set in the ASUWT Constitution and Bylaws.

409.02 The ASUWT Director of Undergraduate Affairs shall have the power and responsibility to:

1. Develop and implement initiatives aimed at improving the undergraduate student experience.
2. Collect and review feedback from undergraduate students on academic and campus-related issues through surveys, forums, and other methods.
3. Oversee and coordinate a committee of Senators representing undergraduate programs to coordinate initiatives to improve the undergraduate student experience.
    a. The Director of Undergraduate Affairs may expand the committee to include members of the general student population and/or other senators.
4. Meet with the Deans of Schools each quarter to discuss undergraduate concerns, gather updates, and present recommendations.
5. Represent ASUWT in tri-campus committees related to undergraduate student affairs
6. Carry out additional duties as delegated by the ASUWT President and Vice President.

410.00 DIRECTOR OF GRADUATE AFFAIRS

410.01 The ASUWT Director of Graduate Affairs shall carry out the policies of ASUWT as set in the ASUWT Constitution and Bylaws.

410.02 The ASUWT Director of Graduate Affairs shall have the power and responsibility to:

1. Develop and implement initiatives aimed at improving the graduate student experience.
2. Collect and review feedback from graduate students on academic and campus-related issues through surveys, forums, and other methods.
3. Meet with the Washington Student Association (WSA) Vice President of Graduate Affairs and participate on the Graduate and Professional Students Committee to aid in advocating for graduate student needs in the state legislature.
4. Serve as the University of Washington Tacoma Graduate Student Representative in the Graduate Professional Student Senate (GPSS)
5. Build and maintain relationships with staff responsible for Graduate Student services at UW Tacoma.
6. Carry out additional duties as delegated by the ASUWT President and Vice President.

411.00 DIRECTOR OF EQUITY & ACCESSIBILITY

411.01 The ASUWT Director of Equity & Accessibility shall carry out the policies of ASUWT as set in the ASUWT Constitution and Bylaws.

411.02 The ASUWT Director of Social Equity and Accessibility shall have the power and responsibility to:

1. Develop and implement initiatives aimed at promoting equity and inclusion at UW Tacoma.
2. Collect and review feedback from underrepresented students issues through surveys, forums, and other methods.
3. Serve as the chair of the ASUWT Student Inclusion, Diversity, Equity, and Access (IDEA) committee in partnership with the Office of Equity and Inclusion.
4. Represent ASUWT on tri-campus and on-campus committees relating to Inclusion, Diversity, Equity, and Access among students.
5. Build and maintain relationships with identity-based RSOs by communicating with leaders regularly to support their efforts and better understand their needs.
6. Review ASUWT constitutions, by-laws, and policies to recommend improvements that ensure ASUWT environments, activities, and practices are inclusive and equitable for all students.
7. Carry out additional duties as delegated by the ASUWT President and Vice President.

409.00 STUDENT COMMITTEES

409.01 Each member of the Executive Board, except the Director of Student Technology, is encouraged to recruit a student committee to provide advisory and executive support for their work, and opportunities for students to engage in ASUWT activities.

409.02 The Director of Student Technology is required to recruit a student committee to evaluate proposals for the use of student technology fee money, and level of student technology fee funding.

409.03 The ASUWT Vice President is required to chair and oversee the formation of the Council for Campus Engagement in accordance with its guidelines of representation.

409.04 The Director of Legislative Affairs is required to chair and oversee the formation of the Legislative Action Council in accordance with its guidelines of representation in the Staff Policies.

409.05 The Director of Outreach is required to chair and oversee the formation of the Registered Student Organization (RSO) committee that includes a broad representation of student organizations with the Center for Student Involvement RSO Coordinators serving as an ex-officio committee member.

TITLE V - HIRED STAFF

500.00 HIRED STAFF

500.01 The ASUWT President with the assistance of the Director of Internal Affairs shall work with the Executive Board Elect to begin the Open Selection Process for hired staff.

500.02 The Hired Staff may include but is not limited to the following employees:

a. Office Manager

b. Legislative Liaison

c. City Liaison

d. Multimedia Specialist

e. Election Administrator

f. Task Force Members

g. Campus Organizer

500.03 The Executive Board may hire additional staff and recruit volunteers throughout the year.

500.04 The ASUWT President will have ultimate supervisory authority over all hires, however, their decision shall be informed by the hiring committee created by the Director of Internal Affairs.

500.05 Any ASUWT member may request tasks of a staff member by communicating the request through the respective supervising ASUWT official.

500.06 Failure of Hired Staff to perform duties outlined in the ASUWT Constitution and Bylaws or failure to follow legitimate requests may result in termination by the ASUWT President and direct Executive Board member supervisor.

501.00 OFFICE MANAGER

501.01 The Office Manager assists ASUWT officials and shall:

1. Report to the Director of Internal Affairs as the immediate supervisor.
2. Attend Senate, Executive Board, and other ASUWT meetings. Keep electronic minutes of Senate and Executive Board meetings and distribute drafted minutes during their respective meetings.

3. Publishing agendas and distributing meeting materials with the ASUWT President and Speaker of the Senate in compliance with Washington state Open Public Meetings Act (42.30 RCW).
4. Act as ASUWT Use of University Facilities (UUF) requester to schedule ASUWT meetings and events.
5. Maintain official documents of the ASUWT Executive Board and Senate including electronically filing all ASUWT records.
6. Ensure that the current academic year's resolutions, bills, and meeting minutes are made publicly available via the current ASUWT multimedia and websites.
7. Ensure Senate and Executive governing documents by reporting to each body and suggesting bills, amendments or other resolutions to issues.
8. Maintain a schedule of office hours for all ASUWT Executive Board members and ensure it is given to the Director of Outreach for publication. Check email and office mailbox daily, responding within forty-eight (48) hours during school days, excluding weekends (Saturday and Sunday).
9. Provide the ASUWT Adviser with a weekly timesheet of hours worked.
10. Fulfill tasks and projects delegated by the Director of Internal Affairs.
11. Keep an inventory of all supplies and items in the ASUWT space in the Center for Student Involvement.
12. Seasonally decorate the office if permitted by the ASUWT budget while being in-line with university policies and guidelines.

502.00 LEGISLATIVE LIAISON

502.01 The Legislative Liaison is responsible for communicating and asserting student needs to the State Legislature, the Governor, and the Washington Student Association (WSA). The Legislative Liaison shall:

1. Report to the Director of Legislative Affairs as the immediate supervisor.
2. Serve as the voice of students in Olympia, testifying on bills, meeting with legislators face-to-face, and representing ASUWT at legislative functions.
3. Assist the Director of Legislative Affairs in the development of local, state, and federal legislative priorities.
4. Attend WSA functions as requested by the ASUWT President or Director of Legislative Affairs.
5. Schedule meetings with Director of Legislative Affairs to introduce them and other students to local lawmakers prior to and during session.
6. Check email daily, responding within forty-eight (48) hours during school days, excluding weekends (Saturday and Sunday).

7. Meet with the Director of Legislative Affairs twice a week during session and once a week when the legislature is not in session. During these meetings, the Legislative Liaison must provide a written or oral report describing activities in the Washington State Capitol.
8. Attend at least one (1) Senate meeting per quarter to provide a detailed written or oral report to the ASUWT Senate on items of legislative concern.
9. Provide the ASUWT Adviser with a weekly timesheet of hours worked.
10. Fulfill tasks and projects delegated by the Director of Legislative Affairs.

503.00 CITY LIAISON

503.01 The City Liaison is responsible for communicating and asserting student needs to the city, county, and city government committees. The City Liaison shall:

1. Build an agenda with the Director of Legislative Affairs and the Legislative Liaison for Senate approval before the end of Autumn Quarter.
2. Choose at least one city government committee to work with during the school year.
3. Set local/city level goals with Director of Legislative Affairs and Legislative Liaison.
4. Work on city and county wide legislation, meet with city council representatives, mayor and county members (Tacoma and Pierce County).
5. Review actions of the city government with regard to student concerns and formulate appropriate responses based on ASUWT Executive Board approval and legislative priorities.
6. Establish relationships with city government officials and committees.
7. Report back to the Director of Legislative Affairs weekly.
8. Sit on the Legislative Affairs council.
9. Carry out assignments given by the ASUWT Director of Legislative Affairs.
10. Attend at least one (1) Senate meeting per quarter to provide a detailed written or oral report to the ASUWT Senate on items of city concern.
11. Familiarize themselves with basic government procedures.
12. Provide the ASUWT Adviser with a weekly timesheet of hours worked.

504.00 MULTIMEDIA SPECIALIST

504.01 The Multimedia Specialist assists ASUWT officials and shall:

1. Reports to the Director of Outreach as the immediate supervisor.
2. Create promotional materials for ASUWT that highlight the work of Directors and Senators and inform students about the role of ASUWT (e.g. videos, infographics, digital signage ads, etc.).
3. Develop graphic design projects to enhance ASUWT's organizational brand and enrich ASUWT's ability to communicate information to students (e.g. infographics, flyers, social media content, etc.).
4. Work to improve the consistency of ASUWT branding across all publications and promotional materials (e.g. the Legislative Agenda, issue reports, event flyers, etc.).
5. Provide the ASUWT Adviser with a weekly timesheet of hours worked.
6. Fulfill tasks and projects delegated by the Director of Outreach.

505.00 CAMPUS ORGANIZER

505.01 The Campus Organizer assists ASUWT officials and shall:

1. Build relationships with student organizations to help amplify student-led initiatives in the legislature.
2. Recruit, train, and mobilize students to participate in legislative advocacy efforts such as: testifying to a legislative committee, signing in support of legislative bills, Huskies on the Hill
3. Maintain and grow student involvement in the Student Legislative Action Council (SLAC)
4. Organize informational sessions, workshops, and other events that help educate students on legislative processes and connect them with lawmakers.
5. Work alongside the ASUWT Director of Legislative Affairs to mobilize student action.
6. Work alongside the ASUWT Director of Outreach to develop content for the ASUWT Website, social media, and more to keep students informed about legislative issues and opportunities.

506.00 ELECTION ADMINISTRATOR CHAIR

506.01 The following are powers and responsibilities of the Election Administrator Chair (EA):

1. To interpret the Election Codes whenever necessary. Appeals to interpretation will be brought before the Senate.
2. To serve as the Chair of the Election Administration Committee (EAC).
3. To enforce the Election Codes by adjudicating formal complaints and issuing fitting reprimands of candidates. The EA may take enforcement actions, including, but not limited to the following:
    a. Issuing written and/or verbal warnings to the person(s) in violation.
    b. Removing any campaign or election material that is not removed within twenty-four (24) hours of the warning.
    c. Limiting the campaigning of individuals or a group of individuals as a reprimand for a violation.
    d. Removing a candidate from the ballot or invalidating election results due to serious election code violations.
    e. To act as prosecutor of all Election Code violations against candidates and sponsors of ballot issues in all hearings/appeals before the Senate.
    f. All rulings on election code violations and properly submitted violation complaints shall be decided by the EA. The rulings shall be published publicly and communicated to all candidates.

4. In the instance of a tie resulting from any ASUWT Election, the EA is to ensure the guidelines for general and special elections are followed.

507.00 RESIGNATION OF HIRED STAFF

507.01 Any ASUWT employee who chooses to resign must meet with the President and the ASUWT adviser to deliver a signed copy of their resignation. Following the meeting, they must send their letter of resignation electronically to all ASUWT Officials and the ASUWT Adviser.

507.02 The letter of resignation received by all parties above will be effective immediately and no rescinding of the letter will be allowed.

TITLE VI - ELECTIONS CALENDAR

600.00 ASUWT GENERAL ELECTION CALENDAR

600.01 The General Election Calendar shall be submitted by the EAC to the Senate for approval by the Friday or last school day of the fifth week in the Winter quarter of each academic year.

600.02 The General Election Calendar shall include:

1. The dates of the filing period; this should also be the same dates as the filing period for Initiatives, Referenda, and Constitutional Amendments.
2. The date of the candidate meeting(s).
3. The date campaigning begins.
4. The last date candidates may withdraw from Elections.
5. The date of the Public Election Forum.
6. The dates and time frame that the ASUWT members may vote.
7. The date candidates' filing petitions are due.
8. The date by which all campaign materials must be taken down.
9. The date by which voting verification will take place.
10. The date by which all Election Code complaints are due.
11. The date by which all appeals to the Senate are due.
12. The date of the luncheon with incoming and current ASUWT Officials.

600.03 Some of the events on the general election calendar may occur on the same day.

600.04 Should there not be an EAC formed after significant recruitment efforts from ASUWT Executive Board Members, Senators, and Hired Staff, the ASUWT Advisor(s) shall assume these responsibilities to ensure ASUWT General Election Calendar is completed on time.

TITLE VII - ELECTION OF ASUWT OFFICIALS

700.00 CANDIDATE QUALIFICATIONS

700.01 All candidates, whether they be declared or write-in, who shall be seeking a position as a ASUWT President, Executive Board or Senator, shall be required to meet the following requirements to be elected to ASUWT office:

1. They shall be enrolled at the UW Tacoma taking at least five (5) credits.
2. Must be an enrolled member of ASUWT at UW Tacoma.
3. They shall be in good standing with University policy having a UW Tacoma cumulative grade point average of two point five zero (2.50) or higher.
4. Eligible candidates for any office must have been enrolled at the UW Tacoma for at least one (1) quarter by the time they are sworn into office.
5. Eligible candidates running for Executive Board cannot complete their degree prior to completion of their term of office and must be enrolled in a degree program for the entirety of their term of office.
6. Any candidate running for office shall be in good standing with the University as defined in the Student Conduct Code and confirmed by the ASUWT Adviser and campus' disciplinary committee. Any violation of this will result in disqualification from the General Election and that candidate will not be able to run for any position within ASUWT until the succeeding academic year and good standing is established.
7. Senate candidates must be enrolled in the academic unit (major or minor) they wish to hold a Senate seat for. The exceptions are candidates for the Pre-Major Senate position(s), who at the time of the election must not have declared a major.

701.00 WRITE-IN CANDIDATES

701.01 Write-in candidates shall be bound by the Election Codes.

701.02 The names of write-in candidates shall not appear on the ballot or the voters pamphlet.

701.03 Write-in candidates need not attend the Candidates Meeting but shall be able to campaign and are beholden to the same campaigning rules as the other candidates.

701.04 Upon write-in candidate election victories, candidates must be notified and their wish to hold office confirmed.

702.00 CANDIDATE STIPULATIONS

702.01 No candidate may run for more than one (1) position.

TITLE VIII - ELECTIONS CODE

800.00 ELECTION CODE AUTHORITY AND AMENDMENTS

800.01 The ASUWT Election Code shall govern all ASUWT Elections, General and Special, as called for by the ASUWT Constitution.

800.02 The Election Code, as part of the ASUWT Bylaws, shall be amended by a two-thirds (2/3) vote of the seated ASUWT Senate membership.

800.03 Day-to-day authority and control of all ASUWT Elections shall be delegated by the Executive Board to the ASUWT Election Administration Committee (EAC) and is subject to oversight by the Senate.

801.00 ELECTION ADMINISTRATION COMMITTEE (EAC) COMPOSITION

801.01 The EAC shall be comprised of at least three (3) members: An Elections Administrator (EA), who serves as Chair, and two (2) volunteer members. These individuals shall hold no other elected or appointed position within ASUWT. No General Election or Special Election shall be held without a minimum of three (3) EAC members in place.

801.02 With the assistance of the EA, the President shall nominate the EAC members for approval no later than the 4th week of winter quarter.

801.03 Members of the EAC should ideally serve for one (1) academic year and may be appointed for successive terms.

801.04 Members of the EAC shall not be eligible to run for an elected ASUWT Office unless they resign from the EAC at least five (5) school days before the beginning of a filing period.

801.05 Members of the EAC shall not be allowed to actively support, promote, or campaign for or against any candidate or ballot issue to be decided by an ASUWT Election.

802.00 EAC RESPONSIBILITIES

802.01 The EAC conducts ASUWT Elections according to the elections code in this document and as further enumerated in the policies and procedures approved by the Senate.

802.02 The EAC shall have the following responsibilities:

1. To inform ASUWT and the university academic departments that an election is forthcoming, and to aid in advertising such an event.
2. Provide updates and reports to the ASUWT President.
3. Review the winter quarter census of each department to determine how many senators each department is allotted with the assistance of the ASUWT Adviser (see Chapter 202.00 on Senate Membership).
4. To coordinate filing procedures for candidates and ballot issues.
5. To validate candidate and ballot issue petitions.
6. To conduct the Candidates' Meetings.
7. To act in a resource capacity with regard to the Election Codes for all interested parties.
8. To rule on formal written complaints and violations of election codes that they witness.
9. To act as the prosecutor on behalf of the EAC upon appeals made to the Senate.
10. To provide sample ballots to all interested parties and confirm with the ASUWT Adviser the academic units and number of student seats open to each to Article IV of the ASUWT Constitution and Title II of the ASUWT Senate Bylaws.
11. To coordinate polling and ballot tabulation on days of elections.
12. To notify all candidates and sponsors of ballot issues via email of the election results within two (2) hours of the final tabulation.
13. To publicize the election results.
14. To inform candidates and sponsors of ballot issues of formal complaints regarding Election Code violations filed against them within twenty-four (24) hours of the filing of the complaint.
15. To verify votes in the presence of three (3) students-at-large and the ASUWT Adviser.
16. To list candidates by name on the official tally, along with the number of ballot measure results.
17. To ensure results are tallied, certified by the ASUWT Adviser, and kept in the ASUWT's permanent records.
18. Work with the Director of Outreach and other related campus organizations to host events that engage the student body in elections.
19. Participate in tabling opportunities during the month of elections to inform students about ASUWT elections.

20. To provide a monthly progress report on planning and coordination for the upcoming/pending election to the Senate and Executive Board.

803.00 ASUWT GENERAL ELECTION

803.01 The General Election shall be held annually during the spring quarter of the academic year.

803.02 Elections shall be conducted via an instant runoff system and shall have procedures for breaking any ties that may occur.

1. The candidate who receives the most votes will be the winner of the election.
2. Ties: In the event of a tie a Special Election will be held, in accordance with Section 911.00.

803.03 The purpose of the General Election shall be:

1. To elect the ASUWT President, Executive Board and Senate for the following academic year.
2. To vote on any ballot issues which may be proposed to the officials of ASUWT.

804.00 ASUWT POLLING SITES

804.01 A secure online survey approved by the ASUWT Adviser shall be defined as the official place for students to vote. An alternative polling option may be used at the recommendation of the EAC and approval by the Senate.

804.02 The polling survey shall be open for no less than five days as decided by the Senate during the approval of the elections calendar.

804.03 Any campaign material left up after the voting period or other specified time in the elections calendar will be considered an Election Code violation.

805.00 FILING

805.01 Filing shall be defined as: the submission of an Election Packet.

805.02 All candidates, with the exception of write-in candidates, shall file for themselves. Special permission under exceptional circumstances may be granted by the EAC for a delegated individual, with written authorization and the candidate's filing bond, to file for an absent candidate.

805.03 All candidates shall, at the time of filing, submit an Election Packet, which shall include at least the following information:

1. The candidate's full legal name.
2. The candidate’s phone number

3. The candidate's email address.
4. The number of credit hours currently being taken by the candidate.
5. The candidate's student ID number.
6. The candidate's cumulative grade point average.
7. Expected date of graduation.
8. Affirmation of the academic unit/major program they are officially declared in.
9. The candidate's class standing.
10. The position being sought by the candidate.
11. Any additional questions the EAC approves in the yearly Election Packet.

805.04 All candidates shall have access to an Election Packet containing:

1. General Election Calendar
2. Application Form
3. Platform Statement and picture guidelines
4. Candidate Agreement Form

805.05 All candidates may begin campaigning on the date set forth in the General Elections Calendar.

805.06 Withdrawal from candidacy requires a signed and dated statement submitted to the EAC, indicating the candidate's withdrawal from candidacy.

806.00 CANDIDATES' MEETINGS

806.01 The Candidates' Meetings shall be organized and conducted by the EA on dates set on the General Election Calendar and shall be open to the public.

806.02 Attendance of one (1) of the Candidates' Meetings by candidates shall be required in order to appear on the ballot, unless there has been an exception made by the EAC prior to filing. Attendance shall be mandatory for the sponsor(s) of all ballot issue(s). Furthermore, it is highly recommended that campaign managers attend one (1) of the meetings.

806.03 The ballot positions for all candidates shall be chosen through a random drawing. The name(s) drawn first for a position shall be placed first on the ballot, and each succeeding draw shall be placed below the name previously drawn. The EA will then report the ballot positions to all candidates and ballot measure sponsors.

807.00 CAMPAIGNING

807.01 Campaigning, as referred to in these codes, shall be defined as the use of any written or verbal presentation in the name of any candidate or ballot issue.

807.02 All candidates or sponsors of ballot issues shall follow all applicable local, state, and federal ordinances and policies of the University of Washington Tacoma while campaigning.

807.03 No form of campaigning shall be painted or applied to outdoor walls of buildings, automobiles, telephone poles, or vegetation. Furthermore, no handbills, leaflets, or other campaign material(s) shall be allowed to be dropped onto campus from the air. The use of chalk is permitted for use on sidewalks, as outlined in campus policies.

807.04 There shall be no form of campaigning in the library and residential housing.

807.05 Any campaigning inside of classrooms is subject to the authority of the instructor.

807.06 Failure to adhere to any of the above stated campaigning policies shall be considered an Election Code violation.

808.00 CAMPAIGNING MATERIALS

808.01 Posters

1. Posters shall be defined as paper printed material placed indoors or outdoors.
2. Handbills that are distributed shall be considered posters if posted, regardless of whether it was the candidate's intent.
3. Posters must be approved and stamped by Student Involvement.
4. Posting policies shall be consistent with the campus wide Use of University Facilities (UUF) posting guidelines.
5. Candidates are responsible for reading and abiding by the UW Tacoma Posting and Solicitation Procedures.

808.02 University advertising resources:

1. Promotional events and services as provided by the University (such as digital signage, newsletters, etc.) are subject to the oversight and policies of their controlling department.

2. ASUWT resources (such as the ASUWT official: Email, Facebook page, etc.) may not be used by candidates for campaigning unless otherwise specified or provided by the EAC.

808.03 Other campaign literature and materials.

1. Gummed handbills or bumper stickers are not to be used, including permanent adhesive material of any kind.
2. Hand bills may be distributed provided those doing so take the responsibility of cleaning up loose leaflets or other material due to their soliciting.
3. All candidates or sponsors of ballot issues are responsible for any and all damage or litter caused by forms of campaigning which they used.

808.05 The only people/department allowed to remove or move any campaign materials are the candidates or sponsors of the ballot themselves, their authorized representatives, authorized departments or members of the EAC.

809.00 ELECTION CODE VIOLATION PROCEDURES

809.01 Violations and hearing procedure:

1. The EA will submit a warning via email to any candidate that commits an Election Code violation that can be easily corrected by the candidate within twenty-four (24) hours (i.e. posting issues that simply require the candidate to repost material in the proper place, use the correct tape, remove signs as mandated by the EAC, and so on.)
2. If a Candidate commits what is deemed to be a serious violation or repeated violations, the EAC may enact sanctions including, but not limited to:
    a. Publicize a verbal warning.
    b. Instruct the candidate or ballot issue(s) sponsor to remove all physical campaign material, and/or disallow any further campaigning material from being posted.
    c. Restrict all campaigning for a period of time.
    d. Restrict all campaigning entirely.
    e. Remove the candidate's name or the ballot issue from the ballot.
    f. Invalidate the election or any part of the election results if a violation has had a substantial impact on the outcome.
3. The EAC has the right to use any combination of the listed sanctions in their decision.
    a. Failure to comply will result in expulsion from the election.

4. When sanctions are placed on a candidate, the EAC must notify the Candidate and Speaker of the Senate via Email.
5. The EA shall represent ASUWT and shall present the case against alleged violators to the Senate.
6. In advance of the election, the Senate will set times and locations for 3-4 meetings to consider EAC appeals as they arise throughout the election.

809.02 Elections Code violations and appeals to the Senate:

1. Both the Candidate in question and the petitioner have the right to appeal to a ruling of the EAC to the Senate.
2. The candidate will be responsible for contacting the Speaker of the Senate via email who will then provide the candidate with any documentation that they will be required to complete as part of the appeals process.
3. At the following Senate Meeting, the Candidate shall be given time to speak as well as provide any documentation or evidence related to the case in question. The ASUWT representative (EAC) and the alleged violator (candidate in question) will both be provided equal time to speak in front of the Senate.
4. The Senate will determine a course of action.

809.03 Ignorance of the rules shall not be considered a valid defense. Candidates shall be responsible for any violations that occur on behalf of their candidacy.

810.00 BALLOT MEASURES

810.01 INITIATIVES: The guidelines for initiatives are outlined in chapters 909.02 to 909.06.

810.02 An initiative shall be defined as a proposed statement of ASUWT policy which shall be initiated by the membership of the ASUWT and put to a vote of the membership for approval.

810.03 For an initiative to be placed on the ballot at a General or Special Election, the following criteria shall be met:

1. A copy of the proposed initiative, along with a list of names and addresses of the sponsoring ASUWT members, shall be filed to the EAC.
2. Petitions bearing the signature of at least five (5) percent of ASUWT's membership at the first day of Winter quarter be completed and returned to the EAC by:
    a. The filing deadline for candidates, in the case of an ASUWT General Election.

b. Six (6) school days prior to the date of the Election in the case of an already scheduled Special Election. If the petitions are not returned prior to the above deadline, the initiative shall not appear on the ballot.

810.04 The EAC shall formulate a title and a brief explanation as to the purpose of the initiative without prejudice. If the proponents or opponents are dissatisfied with the measure title or wording, they may appeal it to the Senate for amendment.

810.05 For an initiative to be approved, it must receive a majority of fifty (50) percent plus one (1) of the votes cast in the election by ASUWT members.

810.06 For the purpose of these Codes, initiative campaigns shall be considered the same as Senate candidates and shall be bound by Chapters under the Election Codes.

810.07 REFERENDA: The guidelines for referenda are outlined in chapters 910.08 to 910.12.

810.08 A referendum shall be defined as a proposed statement of ASUWT policy which shall be initiated by the Senate and put to a vote of ASUWT's membership for approval.

810.09 For a referendum to be placed on the ballot at a General or Special Election, it must be approved by a two-thirds (2/3) vote of the seated membership of the Senate.

810.10 The EAC shall formulate a title and a brief explanation as to the purpose of the referendum without argument or prejudice.

810.11 The Executive Board may make recommendations to the Senate for referendum to be placed on the ballot.

810.12 For a referendum to be approved it must receive a majority of fifty (50) percent plus one (1) of the votes cast in the election by ASUWT members.

810.13 CONSTITUTIONAL AMENDMENTS: The guidelines for Constitutional Amendments are outlined in chapters 910.14 to 910.18.

810.14 A Constitutional Amendment shall be defined as an addition, deletion, or change of wording and content of ASUWT's Constitution as proposed by the Senate or other members of ASUWT.

810.15 For a Constitutional Amendment to be placed on the ballot at a General or Special Election by the Senate or Executive board of ASUWT, the following criteria shall be met:

1. If both the Senate and Executive Board pass a proposed amendment with a two-thirds (2/3) majority, it shall be placed on the ballot for consideration at the next ASUWT election.
2. A copy of the proposed Constitutional Amendment, along with a list of the names and the email addresses of the sponsoring ASUWT members, shall be filed with the EAC.
3. This must be turned into the EAC by the General Election Filing period.

810.16 For a Constitutional Amendment to be placed on the ballot at a General or Special Election by a Member of ASUWT, the following criteria must be met:

1. Members will have to accumulate 5% of ASUWT member signatures in the form of a petition that includes the following:
    a. Name of ASUWT member
    b. Clear explanation of the changes that are being proposed by the student(s)
    c. Signature of the named ASUWT member
    d. Date
2. Petitions bearing the signature of at least five (5%) of ASUWT's membership shall be completed and returned to the EAC by:
    a. The filing deadline for candidates in the case of an ASUWT General Election.
    b. Six (6) school days prior to the date of the election in the case of an already scheduled Special Election. If the petitions are not returned prior to the above deadlines, the Constitutional Amendment shall not appear on the ballot.

810.17 The EAC shall formulate a title and a brief explanation as to the purpose of the Constitutional Amendment without argument or prejudice.

810.18 For a Constitutional Amendment to be approved, it must receive three-fifths (3/5) of votes cast in the election.

811.00 SPECIAL ELECTIONS

811.01 Special Elections shall be held as required by the ASUWT Constitution for the following purposes:

1. To break a tie.
2. To fill vacancies in the ASUWT Senate and Executive Branch.
3. To complete invalidated General Elections.
4. To recall the ASUWT President, any of the directors or any ASUWT Senator(s).
5. For any ballot measure.

812.00 SPECIAL ELECTIONS TO BREAK A TIE

812.01 In the event of a tie, a special election will occur wherein the tied candidates will have a special election that the EAC has the responsibility of coordinating and planning.

812.02 The tie-break special election must occur within two (2) weeks from the close of the initial election polls.

813.00 SPECIAL ELECTIONS TO FILL VACANCIES

813.01 Time Constraints:

1. Should an election for three (3) or more Senate or Executive Board positions be invalidated, a Special Election shall be held within fifteen (15) school days of the EAC or Senate's decision to invalidate those positions.
2. Should both the President and Director of University Affairs (or the President-Elect and Director of University Affairs-Elect) become simultaneously vacant, or should four (4) or more vacancies occur among the ASUWT Senate and the Executive Board at any one time, the Senate shall direct that a Special Election be held within forty (40) school days of the vacancies.

813.02 The Special Elections Calendar shall follow the same points as the General Election Calendar.

813.03 For the purpose of a Senatorial or Executive Board Special Election, it shall be held on a write-in basis. In such elections, the EAC shall conduct the election in a manner consistent with the ASUWT Constitution and Bylaws.

814.00 SPECIAL ELECTION FOR A BALLOT MEASURE

814.01 Time Constraints:

1. Should an initiative measure be filed with the EAC more than forty (40) school days before an already scheduled General or Special Election, or after such has already occurred, the Senate shall

call a Special Election which shall take place within twenty (20) school days of the filing of the measure.

2. Should a referendum or a Constitutional Amendment be put forth by the Senate more than forty (40) school days prior to an already scheduled General or Special Election, or after such has already occurred, the Senate shall call a Special Election which shall take place within twenty (20) school days of the passage of the referendum or Constitutional Amendment by the Senate.

815.00 ADVISOR INTERVENTION

815.00 Should there not be an EAC formed after significant recruitment efforts from ASUWT Executive Board Members, Senators, and Hired Staff, the ASUWT Advisor shall serve as the EAC, and assume responsibilities as described in Title VII, VIII, IX to ensure the ASUWT General Election is conducted.

TITLE IX - INTERNAL ACCOUNTABILITY POLICIES

900.00 PURPOSE OF POLICY

900.01 The accountability policy outlined in this document is established to ensure the responsible and effective functioning of the Associated Students of the University of Washington Tacoma (ASUWT) student government.

These policies set forth the expectations and standards for all members, and are designed to maintain transparency, encourage and maintain productive participation and accountability among all members of the Executive Board, Senate, and hired staff while still providing opportunity for student growth.

901.00 ELECTED OFFICIAL AND HIRED STAFF INTERNAL ACCOUNTABILITY POLICY

901.01 Examples of behavior that would warrant and initiation of the Internal Accountability Policy may include:

- Failure to complete duties as outlined in the ASUWT constitution and bylaws.
- Missing deadlines without valid justification.
- Failure to attend Senate/Executive Board meetings without providing 48-hour notice, except in extenuating circumstances.
- Misuse of work hours on non-productive or unrelated tasks.
- Engaging in unethical conduct.
- Engaging in harassment or discrimination.
- Repeated violation of the Staff Policies.

901.02 Step #1 - Warning:

1. The Director of Internal Affairs and ASUWT President will schedule an in-person meeting with the offending member of ASUWT.
2. Evidence and documentation of the alleged violation(s) shall be presented and discussed during the meeting.
3. During the meeting, a written warning shall be issued to the offending party to be signed ensuring mutual understanding between both the party and the Director of Internal Affairs.
    a. If the President is the offending party, this process would be facilitated by the Director of Internal Affairs and the ASUWT Advisor.

b. If the Director of Internal Affairs is the offending party, this process would be facilitated by the ASUWT President and the ASUWT Vice President.

901.03 Step #2 - Accountability Plan Creation:

1. A meeting shall be arranged involving the ASUWT Advisor, President, Director of Internal Affairs, and the offending party.
2. Evidence of repeated violation(s) shall be presented and discussed during the meeting.
3. An accountability plan shall be developed collaboratively, outlining specific actions for improvement, and signed by all parties ensuring mutual understanding.
4. A follow-up meeting with all parties will occur every two weeks after the accountability plan's creation to ensure follow-through.
    a. If the offending party has completely followed their (60-day) accountability plan, they will be placed back to Step #1.
    b. If the offending party has NOT followed their accountability plan at any point during the 60-day period, they will be sent to Step #3.
5. If the offending party has already undergone the 60-day accountability plan, the Director of Internal Affairs and/or ASUWT President has the option to skip Step #2 and move the offending party to Step #3.

901.04 Step #3 - Removal:

1. A meeting shall be arranged involving the ASUWT Advisor, President, Director of Internal Affairs, and the offending party.
2. Using evidence of excessive repeated behavior and/or lack of follow-through on the 60-day accountability plan, the offending party will be removed from the organization.

TITLE X - INTERNAL FINANCE POLICIES

1000.00 PURPOSE OF POLICY

1000.01 The Internal Finance Policy outlined in this document is established to ensure the efficient management of finances within the Associated Students of the University of Washington Tacoma (ASUWT) student government.

This policy mandates the use of a Finance Form, overseen by the Director of Finance, to vet and track all expenditures within the organization.

1001.00 FINANCE FORM REQUIREMENTS

1001.01 Mandatory Use of Finance Form:

- All members of ASUWT who intend to use funds from the ASUWT budget for any purchase *(including but not limited to supplies, food, wage modifications, and travel expenses)* must complete the Finance Form prior to committing to the expense.
    - Flexibility will be provided regarding finance items meant to support Legislative Advocacy.
- The Finance Form must be submitted for approval to the Director of Finance who will review the necessity and justification of the expense(s) outlined.

1001.02 Director of Finance's Responsibilities:

- At the beginning of their term, the Director of Finance will set a timeline requirement for expense filing that must be adhered to by all members of ASUWT.
- At the beginning of their term, the Director of Finance will propose a minimum amount that they are able to approve for purchases to the Executive Board, with expenses exceeding that amount requiring Executive Board approval.
- The Director of Finance is responsible for ensuring that all members of ASUWT adhere to the Finance Form.

1001.03 Finance Form Procedure:

- Once a proposal that exceeds the minimum purchasing amount is made through the Finance Form, the Director of Finance and the submitter will present the details of the request to the Executive Board.

- The Executive Board will then discuss the purchase request and conduct a vote for its approval.
- A simple majority vote of the Executive Board members present is required in order to approve the expense request.
- In the event of a tie, the ASUWT President will have the deciding vote on the proposal.

TITLE XI - ASUWT Task Forces

1100.00 TASK FORCE CREATION CRITERIA

1100.01 Task Forces are to be established by ASUWT to enhance specific aspects of student life at UW Tacoma, guided by principles of data-driven advocacy. Each Task Force is expected to utilize research and strategic planning to implement and advocate for solutions.

1101.00 CRITERIA AND PROCESS FOR ESTABLISHMENT

1101.01 Task Forces shall be formed based on evidence of need derived from:

- ASUWT Student Experience Surveys
- Credible external data sources focused on UW Tacoma students
- Significant direct feedback from student town halls or focus groups

The data used to inform the creation of a Task Force must be conducted within the last four years.

1101.02 A strategic plan must be developed and approved by a majority vote of the ASUWT Senate before the recruitment and operation of any Task Force. This plan must include:

- Proof of Demonstrated Need: Quantitative and qualitative data indicating the necessity of the Task Force.
- Mission and Goals: A clear statement of the Task Force's mission and overarching goal.
- Annual Timeline: A timeline exceeding one year with quarterly objectives and key activities planned to be completed during that time.
- Key Performance Indicators: Measurable outcomes that will determine if the Task Force's goals have been met by the end of the strategic plan's duration.

1101.03 Once approved by a majority vote the ASUWT Senate, the Task Force's strategic plan is integrated into ASUWT's long-term work unless dissolved by the ASUWT Senate in a vote.

1101.04 The strategic plan of any Task Force may be amended by a majority vote of the ASUWT Senate if adjustments are required.

1101.05 Task Forces may also be established at the discretion of the ASUWT President, based exclusively on emerging needs or concerns within the student body.

1102.00 COMPOSITION, MEMBERSHIP, AND OVERSIGHT

1102.01 Task Forces may include the following members:

- Paid Student Employees hired specifically for Task Force duties
- ASUWT Senators
- ASUWT Executive Board Members
- ASUWT Volunteers
- ASUWT Hired Staff

1102.02 Either the ASUWT President or ASUWT Vice President shall lead and provide direct oversight for all Task Forces unless otherwise delegated by the ASUWT President.

1103.00 TASK FORCE ACTIVITIES AND FUNCTIONS

1103.01 All Task Force Members shall:

- Utilize best practices in research methodologies to gather student input, ensuring a broad and inclusive representation of the University of Washington Tacoma student body.
- Advocate for the implementation of proposed solution(s) through close collaboration with UW Tacoma leadership, administration and/or other stakeholders.
- Engage in the legislative process to advocate for programs and initiatives aligning with Task Force's goals.

1104.00 QUARTERLY REPORTING

1104.01 The Task Force will create a quarterly report to present to the ASUWT Senate and publicize on the ASUWT Website regarding its activities, progress, and outcomes of the Task Force throughout the year, with an Annual Report created in last half of Spring Quarter.

1105.00 TASK FORCE MANDATE

1105.01 In order to ensure effective and responsive governance, a minimum of two Task Forces shall be operational at any time in each academic year.

TITLE XII - Student Experience Surveys

1200.00 PURPOSE OF STUDENT EXPERIENCE SURVEYS

1200.01 In commitment to data-based advocacy, ASUWT is to regularly collect measurable student experiences and input to ensure that the organization's actions reflect the dynamic and evolving needs of the student body and to monitor shifts in student perspectives and needs over time.

1201.00 SURVEY LOGISTICS

1201.01 ASUWT shall conduct a comprehensive survey(s) of the student body every two academic years, beginning with the 2024-2025 Academic Year. ASUWT is encouraged to conduct additional surveys more frequently to ensure effective governance.

1201.02 ASUWT Surveys shall encompass all aspects of the student experience, including but not limited to:

- Experience in the classroom/academics
- Health and Wellness services
- Housing and Transportation
- Diversity, Inclusion
- Student Life & Belonging
- Safety & Security on Campus
- Food Security & Dining Services

1201.03 A minimum response rate of 20% of the student body is encouraged to ensure the validity of the data collected is generalizable to the entire student body.

1201.04 Results shall be compiled, analyzed, and reported to the entire student body to remain transparent swiftly upon the completion of the survey(s).

1201.05 The findings from the surveys shall be utilized to guide ASUWT's decision-making and strategic planning for the subsequent two academic years.

TITLE XIII - Order of Succession

1300.00 PURPOSE OF ESTABLISHING AN ORDER OF SUCCESSION

1300.01 In the case of a vacancy in the ASUWT Executive Board, a line of succession will be established so to fill the vacancy in the most democratic, but expedient, manner. This will ensure that the responsibilities of the role can be filled in the fastest possible manner and overall organization of ASUWT may continue to function as usual.

1301.00 PARAMETERS TO ENACTING THE ORDER OF SUCCESSION

1301.01 In the case of a vacancy in the ASUWT Executive Board, the ASUWT Senate will be tasked with calling for a vote to decide if they want to go through the appointing process through the line of succession or if they would like to hire outside of ASUWT.

1301.02 If the Senate votes proceed through the appointing process, they will interview the outlined "successor," so that they may make an educated decision on whether to proceed with a vote to appoint the "successor" into the vacant position. The Senate will make the official vote during an official meeting.

1301.03 If it is determined by the Senate that the "successor" would not be the best fit for the role, then the standard hiring process will be enacted and will function as previously established.

1301.04 If it is determined by the Senate that the "successor" is fit for the open position, and they would like to offer them said position, a meeting will be scheduled to offer the position and discuss next steps.

1301.05 If the "successor" is offered the position but chooses to decline, then the standard hiring process will be enacted and will function as previously established.

1302.00 THE ORDER OF SUCCESSION

1302.01 The process of determining the successor is based on what would make the most sense for the specific role and will ensure the smoothest transition so that ASUWT may conduct business as usual. This has been determined by the current sitting administration of ASUWT.

1302.02 The order of succession for management members of ASUWT will be as follows:

- The President will be succeeded by the Vice President;

- The Vice President will be succeeded by the Director of Internal Affairs;
- The Director of Internal Affairs will be succeeded by the Speaker of the Senate.

1302.03 If the Speaker of the Senate seat is vacant, whether through succeeding the Director of Internal Affairs, resignation, or removal, the ASUWT Senate will be tasked with electing a new speaker and hiring a new Senator to represent the former's school.

1302.04 The Director of Outreach and Director of Legislative Affairs will be succeeded by their hired staff, functioning as follows:

- The Director of Outreach will be succeeded by the Multimedia Specialist.
- The Director of Legislative Affairs will be succeeded by their Legislative Liaison;
- If it is determined by the ASUWT Senate that the Legislative Liaison is not fit or declines to succeed the Director of Legislative Affairs, the City Liaison may also be considered for the position, as determined by the Senate.

1302.05 The Director of Student Technology will be succeeded by the vice-chair of the Student Technology Fee Committee.

1302.06 The Director of Finance will be the only position without a direct line of succession. If the Director of Finance position is vacant, all financial responsibilities will be transferred to the President until a new Director of Finance is hired through the standard hiring procedure.

TITLE XIV - Staff Policies

1400.00 PURPOSE OF ESTABLISHING STAFF POLICIES

1400.01 ASUWT shall have the authority to create and utilize supplemental documentation used to ensure consistency and order within the organization. This includes but not limited to the following:

- Organizational Interviewing & Hiring Standards
- Branding Guidelines
- Dress Code & Outreach Guidelines
- Project Management Expectations

1401.00 IMPLEMENTATION OF STAFF POLICIES

1401.01 The Director of Internal Affairs will be directly responsible for overseeing and contributing to staff policy creation unless otherwise delegated elsewhere by the ASUWT President.

1401.02 All staff policies created will have clearly written expectations that repeated failure of adherence will result in the initiation of the Accountability Policy.

1401.03 The Director of Internal Affairs is responsible for ensuring that all members are held accountable to the staff policies for all elected and hired staff. In the event that the Director of Internal Affairs is held in violation, the ASUWT President is responsible for ensuring accountability.

TITLE XV - Post-Election Hiring Policies Regarding Incoming Administration

1500.00 PURPOSE

1500.01 This process is to establish a clear and structured process to ensure a smooth transfer of power while providing the incoming administration with the opportunity to prepare for the upcoming academic year and make decisions regarding hired staff.

1501.00 COMMUNICATION BETWEEN ADMINISTRATIONS

1501.01 At the conclusion of the ASUWT Election in Spring, after results have been confirmed and announced, the outgoing and incoming administrations should establish regular communication to coordinate a seamless transition of power.

1502.00 REGARDING INCOMING ADMINISTRATION HIRED STAFF

1502.01 The incoming ASUWT President, Vice President, and Director of Internal Affairs are provided the following two opportunities for participating in the hiring process for the upcoming academic year's hired staff positions:

Option #1 - Collaborating with Outgoing Administration

The incoming President, Vice President, and Director of Internal Affairs may permit the outgoing administration to begin the hiring process for the following year's staff positions, following the ASUWT hiring policies as outlined in the ASUWT Bylaws. In doing so, the following would occur:

1. The incoming President, Vice President, and Director of Internal Affairs will serve on the hiring committee by reviewing and interviewing candidates for hired staff positions with the outgoing administration.
2. The incoming and outgoing administration may be selective regarding which positions to hire for prior to the incoming administration assuming office.
3. As outlined in the ASUWT Bylaws, all hired staff are decided by the ASUWT Executive Board. The incoming administration members are encouraged to attend Executive Board meetings where hiring decisions are being made to ensure their preferences are voiced. However, the incumbent administration retains the authority to make the final hiring decisions through their vote.

4. By selecting this choice, the incoming administration understands that their participation in the hiring process is uncompensated as they are not formally in their roles until Commencement.

Option #2 - Deferral of Hiring Authority

The incoming President, Vice President, and Director of Internal Affairs waive their right to begin hiring for the incoming administration's hired staff while the outgoing administration is still in office. In doing so, the following would occur:

1. The incoming administration may work with the ASUWT Advisor to ensure that job postings for the upcoming academic year are prepared and published on Handshake prior to Commencement. However, this is not required.
2. The outgoing administration is prohibited from interviewing or contacting candidates for hired staff positions in the incoming administration during this time.

1502.02 The incoming ASUWT President, Vice President, and Director of Internal Affairs shall decide which option they would like to pursue by within 10 school days after election results have been confirmed in a written agreement. The written agreement will consist of:

1. The selected option (Option #1 or Option #2)
2. If Option #1 is selected, which positions will be hired for and a signed acknowledgement that the incoming administration is aware that they will not be financially compensated while participating in the hiring process.
3. Signatures from the following:
    a. Incumbent President, Vice President, and Director of Internal Affairs
    b. Incoming President, Vice President, and Director of Internal Affairs
4. A copy of the signed agreement will be digitized and shared among all parties, including the ASUWT Advisor.

If no decision has been documented within the required timeframe, the outgoing administration will default to Option #2.