



Central Washington University **LEARN. DO. LIVE.**
Associated Students of CWU
Student Government

BY-LAWS

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ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY BY-LAWS

Articles of the Associated Students of Central Washington University By-Laws

1:0.0 ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY OFFICERS

1:1.0 Duties of the President

1:1.1 The duties of the President of the Associated Students of Central Washington University shall be to:

- 1:1.1 A Serve as Chairperson of the ASCWU Student Government and as a voting member only in the case of a tie. As Chairperson, it shall be the President's responsibility to set a regular meeting place and time for each academic quarter of their term. Further, it shall be the President's duty to set a time for special meetings as set forth in Section 4.4 of the ASCWU Constitution.

- 1:1.1 B Present an initial agenda to the Student Government and the ASCWU not less than five (5) days prior to a regularly scheduled meeting. A final agenda shall be issued twenty-four (24) hours before any meeting of the Student Government by the ASCWU President in accordance with Section 4.4 of the ASCWU Constitution. Any additions to the agenda made by the Student Government after the final agenda has been issued shall not be voted on until twenty-four (24) hours has elapsed.
- 1:1.1 C Maintain nineteen (15) regular office hours and 5 miscellaneous hours per week during the Fall, Winter, and Spring academic quarters. Ten (10) regular office hours per week during the Summer quarter will be maintained by the president and/or a designee as approved by the board.
- 1:1.1 D Sit ex-officio or delegate a representative for all of the ASCWU recognized committees, organizations, agencies, task forces, and boards.
- 1:1.1 E Give the State of the ASCWU Address to the university community during Spring quarter.
- 1:1.1 F Maintain regular meetings with the Executive Director of Student Involvement.
- 1:1.1 G Maintain regular meetings with each ASCWU Vice President.
- 1:1.1 H Maintain, supervise, and direct the fulfillment of the ASCWU public relations duties and responsibilities.

- 1:1.1 I The ASCWU public relations duties and responsibilities shall be defined annually at the discretion of the ASCWU Student Government and will include but are not limited to providing an active and communicative relationship with the campus, local, and state communities, proactively and regularly deploying pertinent ASCWU updates to the student body, and advertising weekly ASCWU Student Government meetings. Only the ASCWU Student Government President may act as the official spokesperson for the Student Government.
- 1:1.1 J Represent the ASCWU Student Government at the Ellensburg City Council, Chamber of Commerce, and Ellensburg Downtown Association,
- 1:1.1 K Act as liaison and meet at a minimum of once per month with the Central Washington University President.

1:1.2 The President possesses the power to nominate and may appoint with the consent of the Student Government as follows:

The ASCWU President shall have the responsibility to fill all vacancies on the Student Government by nomination and affirmative majority vote by the members of the Student Government.

1:1.2 B

- 1:1.3 The President shall create such offices, as they deem necessary to carry out their duties and responsibilities and shall nominate such individuals as they deem qualified to said offices with the approval of the Student Government.**

1:1.4 All presidential action shall be reported by the President to the Student Government in any ensuing meetings from the time such presidential action takes place.

1:1.5 It is the responsibility of the President to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.

1:1.2 A The ASCWU President shall have the responsibility to nominate members to all task forces set up by the Student Government.

1:2.0 Duties of the Executive Vice President

1:2.1 The duties of the Executive Vice President of the Associated Students of Central Washington University shall be to:

1:2.1 A Serve as vice-chairperson and voting member of the ASCWU Student Government and attend all meetings.

1:2.1 B Maintain fourteen (14) regular office hours and 5 miscellaneous hours per week during the Fall, Winter, and Spring academic quarters. Five (5) regular office hours per week during the Summer quarter will be maintained by the vice president and/or designee.

1:2.1 C Serve, as directed by the Student Government or the ASCWU President, on a task force created on behalf of the ASCWU.

1:2.1 D Assist the ASCWU President in their duties and responsibilities as directed by the President.

1:2.1 E Succeed to the Presidency in case of permanent or prolonged vacancy in that office.

1:2.1 F Assume the duties of the ASCWU President in their temporary absence as directed by the President.

1:2.2 The Executive Vice President shall have the following responsibilities regarding the budgets and financial matters of the ASCWU:

- 1:2.2 A Provide to the Student Government a budget forecast for the fiscal year at the beginning of Fall quarter.
- 1:2.2 B Provide the Student Government with a monthly summary of monetary activity within the ASCWU including budgets for the following offices: Academic Affairs, Equity and Community Affairs, Student Life and Facilities, Clubs and Organizations, and Legislative Affairs. This summary shall be itemized to identify exact areas of expenditures and revenues.
- 1:2.2 C Monitor the Service and Activities fee budget areas on behalf of the Associated Students of Central Washington University and the Student Government. Relay irregularities in the budget to the ASCWU Student Government.
- 1:2.2 D Prepare a budget statement for the ASCWU President's State of the Associated Students of Central Washington University address. Such statements shall be prepared by the halfway point of Spring academic quarter.
- 1:2.2 E Sit as a voting member on the Service and Activities Fees Committee.

1:2.3 The Executive Vice President shall have the following responsibilities regarding meeting minutes of the Student Government.

- 1:2.3 A The Executive Vice President shall designate a Student Government staff member to record the minutes of the ASCWU Student Government in the event that the Public Relations Director is unable to do so.

- 1:2.3 B All of the ASCWU approved minutes shall be included in the Continuity Folder.
- 1:2.3 C Send all approved minutes to interested parties of Central Washington University.

1:2.4 The Executive Vice President possesses the power to nominate and may appoint with the consent of the Student Government as follows:

- 1:2.4 A The ASCWU Executive Vice President shall have the responsibility to nominate members of the associated students to all university standing committees and committees recognized by the Student Government.
- 1:2.4 B The Executive Vice President shall have the responsibility to maintain and update a current record, including but not limited to, a current membership list, meeting times, purpose of the committee, and if applicable, the Constitution and By-Laws, for any committee to which students are appointed by the ASCWU Student Government. All committee applicants shall come forth to the ASCWU Student Government upon recognition at a public meeting.
- 1:2.4 C The ASCWU Executive Vice President shall have the responsibility to oversee and coordinate committee members on behalf of the ASCWU Student Government.

1:2.5 The Executive Vice President shall have the following responsibilities regarding the hired office support staff:

- 1:2.5 A Post, advertise, interview, and hire the office front desk positions.
- 1:2.5 B Establish office procedures, employee codes of conduct, schedules, and shall perform regular performance evaluations.
- 1:2.5 C Terminate front desk employees as needed. The

Executive Vice President will notify the ASCWU Student Government of termination within three (3) days.

1:2.5 It is the responsibility, of the Executive Vice President to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.

1:3.0 Duties of the Vice President for Clubs and Organizations

1:3.1 The duties of the Vice President for Clubs and Organizations shall be to:

- 1:3.1 A Serve as a voting member on the ASCWU Student Government and attend all meetings.
- 1:3.1 B Maintain fourteen (14) regular office hours and 5 miscellaneous hours per week during the Fall, Winter, and Spring academic quarters. Five (5) regular office hours per week during the Summer quarter will be maintained by the vice president and/or designee.
- 1:3.1 C Serve as directed by the Student Government or the ASCWU President on task forces created on behalf of the ASCWU.
- 1:3.1 D Handle all requests for recognition by student clubs and organizations on behalf of the ASCWU Student Government.
- 1:3.1 E Serve as the liaison between clubs and organizations and the ASCWU Student Government.
- 1:3.1 F Report to the Student Government, with supporting documents, all request for recognition and dialogue from clubs and organizations.

- 1:3.1 G Issue updated documents listing all recognized clubs and organizations to the scheduling center, Club Accounting and the ASCWU Student Government.
- 1:3.1 H Chair the Club Senate as outlined by the Club Senate's Constitution and By-Laws.
- 1:3.1 I Serve as the liaison between the ASCWU Student Government and the clubs located at the CWU Centers.
- 1:3.1 J Serve as a liaison between the Student Government and ASCWU recognized sports clubs by attending sports council monthly meetings in an effort to provide any needed support and dialogue.
- 1:3.1 K The Vice-President of Clubs and Organizations or their designee will meet with the Accounting Advisor twice (2) per month to ensure accurate communication between the Office of Clubs and Organizations and the Student Funds Accounting Office.
- 1:3.1 L Oversee the hiring and supervision of any staff employed by the Office of Clubs and Organizations.

1:3.3 It is the responsibility for the Vice President for Clubs and Organizations to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws and Policies.

1:4.0 Duties of the Vice President for Academic Affairs

- 1:4.1 A Serve as voting member of the ASCWU Student Government and attend all meetings.
- 1:4.1 B Maintain fourteen (14) regular office hours and 5 miscellaneous hours per week during the Fall, Winter, and Spring academic quarters. Five (5) regular office hours per week during the Summer quarter will be maintained by the vice president and/or designee.

- 1:4.1 C Serve, as directed by the Student Government or the ASCWU President, on task forces created on behalf of the ASCWU.
- 1:4.1 D Chair the Senate for Student Academic Affairs as outlined in the Constitution of the Student Academic Senate.
- 1:4.1 E Act as Liaison between the ASCWU Student Government and the Faculty Senate.
- 1:4.1 F Act as liaison to and meet twice per month with the Provost.
- 1:4.1 G Maintain monthly meetings with the chairperson of faculty senate.
- 1:4.1 H Advise the Executive Vice President concerning all academic committee appointments.
- 1:4.1 I Maintain quarterly meetings with representatives from all academic committees
- 1:4.1 J Serve as active member of the ASCWU Scholarship Advisory Council and voting member for the recipient of the ASCWU Student Government Scholarship.
- 1:4.1 K Actively seek to increase monies within the account for the endowed perpetuity of the ASCWU Scholarship and maintain status quo of the current scholarship offered.
- 1:4.1 L Oversee the hiring and supervision of any staff employed by the Office of Academic Affairs.
- 1:4.1 M Serve as a member of the Tuition Waiver Council.
- 1:4.1 N Serve as a member of the College of Business Deans Council.

1:4.2 The Vice President for Academic Affairs shall have the following responsibilities for the Policy Manual:

- 1:4.2 A Maintain a summary sheet of motions passed by the Student Government.
- 1:4.2 B Update the ASCWU Policy Manual to concur with Student Government' motions passed with declaration of Student Government' intent. Any motion passed by the ASCWU Student Government that is not included in the ASCWU Policy Manual by the end of the academic year in which the motion was made shall be considered void.
- 1:4.2 C Forward a copy of the ASCWU Policy Manual to the Director of Campus Life at the end of the academic year.

1:4.3 It is the responsibility of the Vice President for Academic Affairs to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.

1:5.0 Duties of the Vice President for Equity and Community Affairs

1:5.1 The duties of the Vice President for Equity and Community Affairs shall be to:

- 1:5.1 A Serve as voting member of the ASCWU Student Government and attend all meetings.
- 1:5.1 B Maintain fourteen (14) regular office hours and 5 miscellaneous hours per week during the Fall, Winter, and Spring academic quarters. Five (5) regular office hours per week during the Summer quarter will be maintained by the vice president and/or designee.
- 1:5.1 C Serve, as directed by the Student Government or the ASCWU President, on task forces created on behalf of the ASCWU.
- 1:5.1 D Chair the Equity and Services Council as outlined in the constitution of the Equity and Services Council.
- 1:5.1 E Serve as liaison to University equity/diversity task forces and committees on behalf of and with the approval of the Student Government.

- 1:5.1 F Serve as liaison to university community service task forces and committees on behalf of and with the approval of the ASCWU Student Government
- 1:5.1 G Represent the ASCWU Student Government in regards to all community service and equity issues both on and off campus
- 1:5.1 H Meet at least once (1) per month with the directors of the Center for Leadership and Community Engagement, and the Center for Diversity and Social Justice.
- 1:5.1 I Oversee the hiring and supervision of any staff employed by the Office of Equity and Community Affairs.
- 1:5.1 J The Vice President for Equity and Community Affairs will maintain contact with Student Life representatives at the Centers to provide support for student led initiatives, events, and programs and leadership activities. The Vice President for Equity and Community Affairs will provide quarterly reports to the Student Government in an effort to maintain open communication and dialogue regarding Center developments.
- 1:5.2 The Vice President for Equity and Community Affairs shall endeavor to reach out to the “off” campus student community and provide service programs.**
- 1:5.3 It is the responsibility of the Vice President for Equity and**

Community Affairs to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.

1:6.0 Duties of the Vice President for Student Life and Facilities

1:6.1 The duties of the Vice President for Student Life and Facilities shall be to:

- 1:6.1 A Serve as voting member of the ASCWU Student Government and attend all meetings.
- 1:6.1 B Maintain fourteen (14) regular office hours and 5 miscellaneous hours per week during the Fall, Winter, and Spring academic quarters. Five (5) regular office hours per week during the Summer quarter will be maintained by the vice president and/or designee.
- 1:6.1 C Serve, as directed by the Student Government or the ASCWU President, on task forces created on behalf of the ASCWU.
- 1:6.1 D Chair the Student Union Advisory and Recreation Center Advisory Boards as outlined in their respective Constitution and By-laws.
- 1:6.1 E Serve as liaison between the Student Union and Recreation Center Advisory Boards and the ASCWU Student Government. Bring to these Boards items of concern from the ASCWU Student Government.
- 1:6.1 F Meet once (1) per month with the Director of Student Union Operations and the Director of the Recreation Center
- 1:6.1 G Attend all Residence Hall Association (RHA) general body meetings, and serve as a liaison between RHA and the Student Government. The Vice President for Student Life and Facilities shall provide the Student Government with a weekly report of all RHA activities and RHA with a weekly report of all Student Government Activities.
- 1:6.1H Act as liaison to and meet twice per month with the Vice President for Student Affairs and Enrollment Management.

1:6.1 J Oversee the hiring and supervision of any staff employed by the Office of Student Life and Facilities.

1:6.2 The Vice President for Student Life and Facilities will have the following responsibilities dealing with Student Life:

1:6.2 A Shall establish and openly accept concerns, suggestions, and ideas from the “on” and “off” campus student communities and relay that information to the Student Government. They shall also be able to refer students to the proper authorities when concerns arise with any department.

1:6.2 B Shall manage and develop the main components of the Triad Programs, specifically the scheduling, training and maintenance of Wellington the Wildcat, the General (antique fire truck) and the Victory Bell.

1:6.2 C Shall be responsible for hiring one executive assistant, who will have charge over the scheduling and development of the Triad areas, working to further encourage and incorporate school spirit at the University level.

1:6.2 D Shall have the Executive Assistant collaborate and report to the Vice President for Student Life and Facilities on a regular basis.

1:6.2 E Shall actively involve themselves in the advancement of leadership opportunities for students on campus, working with the Center for Leadership and Community Engagement for campus programs or initiatives; including, but not limited to, participation in the Experience Leadership Project.

1:6.3 The Vice President for Student Life and Facilities will have the following responsibilities with Facilities:

- 1:6.3 A Shall meet regularly with the Director of Facilities Management or their designee in an effort to stay appraised of major initiatives or changes that affect campus facilities.
- 1:6.3 B Shall sit as a voting member of the CWU Site and Development Committee and attend regular meetings as scheduled by Facilities Management Staff.
- 1:6.3 C Shall be significantly involved in future facility or landscaping development of the University to ensure that the student point of view is maintained.

1:6.4 It is the responsibility of the Vice President for Student Life and Facilities to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.

1:7.0 Duties of the Vice President for Legislative Affairs

1:7.1 The duties of the Vice President for Legislative Affairs shall be to:

- 1:7.1 A Serve as voting member of the ASCWU Student Government and attend all meetings.
- 1:7.1 B Maintain Fourteen (14) regular office hours and 5 miscellaneous hours during Fall, Winter, and Spring academic quarter. Five (5) regular office hours per week during the Summer quarter will be maintained by the vice president and/or designee.
- 1:7.1 C Serve as directed by the Student Government or the ASCWU President, on task forces created on behalf of ASCWU.
- 1:7.1 D Develop and execute the strategic legislative agenda on behalf of the ASCWU Student Government.

- 1:7.1 E Provide programs to increase political awareness among students, including voter registration.
- 1:7.1 F Attend and/or testify at legislative hearings as needed.
- 1:7.1 G Attend Washington Student Achievement Council meetings as needed and report to the ASCWU Student Government.
- 1:7.1 H It shall be the duty of the Vice President for Legislative Affairs to overlook the promotion, advertising, and application process for the student Board of Trustee member to sit on the Central Washington University Board of Trustee's. Once candidates have applied, the VP for Legislative Affairs shall report the candidates for the student trustee position to the ASCWU Student Government to determine the preferred candidate. The name of the preferred candidate will be forwarded to the Washington State Governor, or designee, for appointment.
- 1:7.1 I The Vice President of Legislative Affairs will meet with Central Washington University Executive Director of Public Affairs on a regular basis.

1:7.2 The Vice President of Legislative Affairs shall have the following responsibilities regarding the ASCWU Office of Legislative Affairs:

- 1:7.2 A Serve as the Director of the ASCWU Office of Legislative Affairs as established in 8:1.1 of the ASCWU By-Laws.
- 1:7.2 B Prepare and submit an annual budget to the Service and Activities Committee for operational and capital expenditures for the ASCWU Office of Legislative Affairs, a copy of which will be submitted to the Executive Vice President monthly.

1:7.2 C Oversee the ASCWU Office of Legislative Affairs.

1:7.2 D Oversee the hiring and supervision of the ASCWU
Legislative staff.

1:7.2 E Prepare all Public Disclosure Commission forms as
necessary to keep in compliance with state law.

**1:7.3 The Vice President for Legislative Affairs shall have the
following responsibilities in regards to the Washington Student
Association (WSA):**

1:7.3 A Serve as Chairperson of the Central
Washington University chapter of the
Washington Student Association (WSA).

1:7.3 B Attend all State Student Government meetings of
the Washington Student Association.

1:7.3 C Promote the funding of WSA through advertising
and educational programs.

1:7.3 D The Vice President for Legislative Affairs shall be
the CWU representative to the Washington Student
Association State Student Government.

1:7.3 E In cases where CWU has two (2) representatives
within a body of the statewide Washington Student
Association State Student Government the other
vote will be held by the ASCWU President.

1:7.3 F Any designee selected to represent the ASCWU
Student Government to the Washington Student
Association Student Government or General
Assembly shall be appointed by the Vice President
for Legislative Affairs in consultation with the
President.

1:7.3 G The Vice President for Legislative Affairs shall
have the responsibility of facilitating the selection
process of selection of students to attend WSA
conferences. The selection process shall be in
accordance with 1:7.3 H.

- 1:7.3 H Applications shall be submitted to the Vice President for Legislative Affairs. The Vice President for Legislative Affairs shall select all of the attending delegation of students based upon these applications

1:7.4 It is the responsibility of the Vice President for Legislative Affairs to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.

2.0.0 DECLARATION OF STUDENT GOVERNMENT INTENT

It is the intent of the Student Government that these duties and responsibilities are the base from which Officers will start their work. The time required to adequately fulfill the position shall not be restricted by the required office hours.

3.0.0 DUTIES OF THE STUDENT GOVERNMENT OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY

3:1.1 The duties of the Student Government of the Associated Students of Central Washington University shall be to:

- 3:1.1 A Decide the position of the ASCWU with regard to issues affecting student life on campus or in the community at large. The Student Government may reserve the right to pass such decisions to the association in a declaration, election, or referendum.
- 3:1.1 B Create all of the ASCWU standing committees, agencies, task forces, and subsidiary judicial bodies on behalf of the ASCWU with the approval of the Student Government.
- 3:1. C Confirm, reject or remove nominations and appointments made by the ASCWU Student Government for the ASCWU recognized agencies, committees, councils, subsidiary judicial bodies and task forces as set up by the Student Government.

- 3:1.1 D Approve or disapprove the hiring or termination of the ASCWU employees as recommended by either the ASCWU President, the ASCWU Executive Vice President or the Director of Campus Life.
- 3:1.1 E Set all policies and procedures for the Student Government, whether applied to itself as a whole or toward individual offices of the Student Government. Such policy shall be printed in the ASCWU Policies Manual.
- 3:1.1 F Provide oversight of its individual officers to ensure that the duties and responsibilities are being carried out. If such duties and responsibilities are not carried out, the Student Government shall proceed with one or any combination of the following measures: probationary period, vote of no confidence, request for resignation, public censure, reduction of pay, or removal of office.
- 3:1.1 G Approve all expenditures of the ASCWU Student Government budget that exceed \$200 dollars.
- 3:1.1 H Budget for, on an annual basis, the funds of the ASCWU with the advice of the Executive Vice President and the Director of Campus Life.
- 3:1.1 I Provide the Board with a statement of positions on issues of concern regarding their respective constituencies.
- 3:1.1 J Approve or disapprove clubs or organizations as requests for recognition are brought forth by the Vice-President of Clubs and Organizations. No club or organizations can be denied recognition if all necessary paperwork is complete and such body is in compliance with the ASCWU Constitution and By-Laws and all laws and regulations of the State of Washington.

3:1.2 These By-Laws shall in no way be construed to limit the power of the ASCWU Student Government as set forth in the ASCWU Constitution, By-Laws, Washington Administrative Code, and the Revised Code of Washington.

4.0.0 ELIGIBILITY AND CRITERIA FOR THE STUDENT GOVERNMENT MEMBERS.

4:1.0 Criteria to be an Officer.

4:1.1 To be seated as an Officer one must meet the following criteria:

- 4:1.1 A Have completed 36 credit hours where 24 credit hours shall be completed at Central Washington University. These credits must be conferred by the beginning of summer quarter following elections.
- 4:1.1 B Be in good academic standing quarterly with a cumulative GPA of 2.5
- 4:1.1 C Have not served in any executive office of the ASCWU Student Government for more than two (2) years. Any partially completed year will count as one full year.

4:2.0 Termination of a Student Government Member.

4:2.1 Termination as a Student Government member shall occur when a member is placed on Academic Probation. This section is to be construed as responsibility of all Student Government members.

5:0.0 SUBSIDIARY JUDICIAL BODIES

5:1.0 Council of Probity

5:1.1 Membership

- 5:1.1 A The Council of Probity shall consist of five (5) members nominated by the ASCWU President with the Student Government approval.

- 5:1.1 B No member of a Student Government ASCWU recognized committee SAS, ESC, **Club Senate** nor an employee of the Student Government shall be eligible for an appointment to the Council of Probity.
- 5:1.1 C All Council of Probity members shall have completed thirty (30) credit hours or more at Central Washington University.
- 5:1.1 D Council Members should be nominated by the second week of Fall quarter each year and nominations can begin spring quarter of the previous year.
- 5:1.1 E Council members may be removed for the following reasons; they are found to be in violation of the student conduct code, their cumulative grade point average falls below 2.5 or are placed on Academic Probation for two (2) consecutive quarters beginning the quarter they were appointed, they have been found to have violated the Constitution or By-Laws of the ASCWU Student Government or its subordinate constitutions, the ASCWU Student Government votes unanimously to remove a member.

5:1.2 Jurisdiction

- 5:1.2 A The Council of Probity shall have jurisdiction over all disputes arising under the ASCWU Constitution and By-Laws. In addition it shall have appellate jurisdiction over the Election Commission.
- 5:1.2 B The Council of Probity shall issue advisory opinions to the Student Government as requested.
- 5:1.2 C The Council of Probity shall have original jurisdiction over disputes arising in the ASCWU recognized organizations or clubs.

- 5:1.2 D The Council of Probity shall have jurisdiction only over those areas outlined in ARTICLE V, Sections 1.2 A, 1.2 B, and 1.2 C of the ASCWU By-Laws. Jurisdiction shall be determined by the Council of Probity with a majority vote upon receipt of a complaint or appeal. Council of Probity will determine if it has jurisdiction and issue an opinion within the academic quarter
- 5:1.2 E If the Council of Probity determines that it does not have jurisdiction over a dispute brought before it, the Council shall issue an opinion disclosing the reasons for its decisions
- 5:2.1 A To bring a dispute before the Council, a letter must be written citing the reasons for the dispute and recommending to the Council steps that would bring reasonable satisfaction to the dispute. This letter shall be delivered to the Chairperson of the Council. The Chairperson, elected from within the Council of Probity, shall call a meeting to decide jurisdiction. If the Council of Probity decides that it does have jurisdiction, a letter naming the date, time, and place of the hearing shall be issued from the Council to all affected parties.
- 5:2.1 D After hearing from all sides in a dispute, the Council shall discuss, in open session, its findings. The Chairperson of the Council shall appoint members of the Council to issue, in writing, the decision of a majority of Council members. If a minority opinion is requested from any member of the Council, such opinion shall also be issued in writing. A copy of all decisions and minority reports shall be sent to the President of the ASCWU to be posted and placed in the ASCWU Policy Manual.
- 5:2.1 E A set of rules known as the “Rules of Procedure” shall be established by the Council of Probity for its own operation. The roles and amendments shall be approved or disapproved by the Student Government and, if approved, placed in the ASCWU Policy Manual.

5:2.0 Election Commission

5:2.1 An Election Commission shall be established.

- 5:2.1 A The Election Commission shall consist of five (5) members nominated by the Director of Campus Life with the Student Government approval. Members' term shall conclude at the end of the academic year upon which they are appointed.
- 5:2.1 B The ASCWU Student Government President shall hire the Elections Coordinator with the approval of the Student Government.
- 5:2.1 C The Director of Campus Life shall sit ex-officio on the Election Commission. They shall have no vote and will serve an advisory role.
- 5:2.1 D The Election Commission members will be appointed by the end of fall quarter each year.
- 5:2.1 E No member of the Student Government nor its hired office staff or election candidate shall be eligible for the appointment of the Election Commission.

5:2.2 The Commission shall be equipped with specific authority guidelines.

- 5:2.2 A The Election Commission shall have the authority to establish election codes with ASCWU Student Government's approval. The Commission must submit any and all changes of literal content and changes shall be placed in the ASCWU Policy Manual.
- 5:2.2 B The Election Commission shall be authorized by the Student Government to execute the elections schedule and to enforce the provisions of the election code.

5:2.3 An election schedule must be complied with.

- 5:2.3 A All Student Government members shall be elected in a regular election.
- 5:2.3 B There shall be a primary and general election. The primary and general elections shall be held no later than mid-spring academic quarter.
- 5:2.3 C The Election Commission shall determine the date of the primary and general elections.
- 5:2.3 D The Election Commission shall provide for absentee voting to all members of the ASCWU at extension campuses of Central Washington University.

5:2.4 Primary Elections

- 5:2.4 A** The purpose of the primary election shall only be to decrease the number of candidates for each individual officer position to no more than two (2) per position. In the case of a tie, all those tied for the top two (2) positions shall run in the general election. In the case of a tie between second and third candidates, a run-off election shall be coordinated by the Election Commission and the winner of the run-off election shall proceed to the General Election.
- 5:2.4 B** The names of all regular candidates shall appear on primary ballots.
- 5:2.4 C** If there are only two (2) candidates for a position, the need for a primary election shall not exist for that position. The names of such candidates shall appear on the primary ballot for information purposes only.

5:2.5 General Elections

- 5:3.5 A The candidates for the Student Government who poll a plurality of the votes for their position shall be declared the winner of that position.
- 5:3.5 B In the case of a tie in the general election, a run-off election shall be called to resolve the tie and determine a winner seven (7) days following the general election. The candidate who holds a plurality of votes shall be declared the winner of that position.

5:3.0 Conduct of Elections

5:3.1 The ASCWU Election Commission shall present the election code to the Student Government for approval no later than fourteen (14) days prior to the release of nominating petitions.

5:3.2 Election Code

5:3.2 A An ASCWU Student Government candidate is defined as a member of the Associated Students of Central Washington University who has had signed by 100 members, a petition for one (1) office and who has turned in to the Election Committee. Student Government

5:3.2 B All Student Government candidates agree to be bound by the By-Laws and Code of Elections in the ASCWU Policy Manual.

5:3.2 C Write-in candidacies shall be allowed with the following criteria: Any write-in candidate must register no later than 4:00 PM, seven (7) working days prior to either an ASCWU regular or special election and must pay a cash fee to the Election Committee, of size to be determined by the Election Committee.

5:3.2 D It shall be the Election Commission's responsibility to establish and enforce election codes. Such codes shall contain rules and regulations concerning campaign violations, a list of polling places, a breakdown of fine structure, a set role of procedure to try and hear all evidence in disputes concerning elections, and a procedure for the counting of ballots. It shall be the responsibility of the Director of Campus Life to keep regular files of all past elections.

6:0.0 RECALL OF STUDENT GOVERNMENT MEMBERS

6:1.0 Recall of Student Government Officers**6:1.1 Recall of Student Government Officers will occur when:**

- 6:1.1 A A petition with reasons for recall stated clearly at the top, signed by not less than seventy-five percent (75%) of the number of members who voted in the race for the office, which is being recalled.
 - 6:1.1 B The petition is delivered to the Council of Probity for verification of signatures. Once signatures are verified, the council shall call for an election.
 - 6:1.1 C A recall election is called for by the Council of Probity and the Election Commission holds a Recall Election within two (2) weeks from the time such election is called.
 - 6:1.1 D A simple majority of those voting in a Recall Election affirm the recall.
- 6:1.2 Once a Student Government Officers is recalled, the seat is declared vacant.**

7:0.0 CLUBS AND ORGANIZATIONS

7:1.0 Clubs and Organizations Classifications

7:1.1 Clubs and Organizations shall be classified as follows:

- 7:1.1 A Any student group having ten percent (10%) of the ASCWU main campus and meeting application criteria will be classified as an ASCWU Organization.
- 7:1.1 B Any student that consists of 10% or more of their enrollment representing all of the ASCWU member at Central Washington University Extension Centers will be classified as an ASCWU Extension Organization.
- 7:1.1 C Any student group having as a majority of its participants ASCWU members meeting application criteria shall be classified as an ASCWU Club.

7:2.0 Application Criteria

7:2.1 Application criteria shall include, but not be limited to, the following:

- 7:2.1 A Appearing before the Student Government for recognition.
- 7:2.1 B Completing all necessary procedure as outlined in the Washington Administrative Code, the ASCWU policy Manual, and any other statutes imposed by superior bodies of ASCWU.

7:3.0 New Criteria

7:3.1 The revising of criteria shall go through the following process before such criteria will enact:

- 7:3.1 A All proposed criteria shall be distributed to recognized Clubs and Organizations at least seven (7) days prior to such proposals being voted upon by the Student Government.
- 7:3.1 B No new criteria will take effect until such criteria is published in the revised ASCWU Policy Manual,

which will be made available to the ASCWU membership.

7:3.1 C New criteria shall not be retroactive.

7:4.0 Clubs and Organizations Eligible for Funding

7:4.1 Only the following Clubs and Organizations shall be eligible for funding by the ASCWU:

7:4.1 A Sports Clubs recognized in Article VII, Section 1.1C.

7:4.1 B Clubs and Organizations as recognized in Article VII, Section 1.1A, 1.1B, 1.1C, and Section 2.1A & 2.1 B.

7:4.2 Declaration of Student Government' intent. It is the intent of the Board the Clubs and Organizations, which fulfill Article VII, Section 2.1A & 2.1B shall be funded equally as such funds are available.

7:5.0 Club and Organization Rights and Responsibilities

7:5.1 Club and Organization rights and responsibilities are as follows:

7:5.1 A Every Club and Organization shall have equal access to Central Washington University facilities if such facilities are offered. In this document, in compliance with the Washington Administrative Code, "facilities" does not include Washington state motor vehicles.

7:5.1 B All Clubs and Organizations which are not affiliated with a religious group, and which do not meet with the primary purpose of supporting a religious philosophy are entitled to equal access to Club travel funds and/or Washington state motor vehicles. The distribution of funds to Clubs and Organizations that are affiliated with a religious group or those that meet with the primary purpose of supporting a religious philosophy shall be subject to the limitations of the Constitution of the Club Senate, the Revised Code of Washington, and the Washington Administrative Code.

7:5.2 Referential Input

7:5.2 A The Club Senate , the Equity and Services Council, the Student Academic Senate, the Residence Hall Association, Washington Student Association, and all ASCWU recognized committees may, with a 2/3 affirmative vote, pass statements of declaration and/or motions of intent to the ASCWU Student Government.

7:5.2 B Such action requires the Student Government to consider the motion within two weeks of passage.

8:0.0 ASCWU OFFICE OF LEGISLATIVE AFFAIRS

8:1.0 The ASCWU Office of Legislative Affairs (OLA) is established to oversee the distribution of legislative information to students, parents, and legislators at the local, state and federal levels.

8:1.1 The Vice President for Legislative Affairs shall serve as the Director for the ASCWU Office of Legislative Affairs.

8:1.2 Duties and programs, positions, actions, and expenditures shall be vested in the Director of the OLA with the approval of the Student Government as stated in Article 1, Section 7.1A-7.1J and Section 2.1A-2.1C.

8:1.3 The Central Washington University Chapter of the Washington Student Association (CWU-WSA) is housed within the Office of Legislative Affairs as a recognized association of the ASCWU-BOD.

9:0.0 DIRECTOR OF CAMPUS LIFE

9:1.1 The duties and responsibilities of the Director of Campus Life shall include:

- 9:1.1 A Function as the primary administrative advisor to the Student Government of the ASCWU.
- 9:1.1 B Serve as a resource to the ASCWU Student Government and provide advisement to the Student Government, all Student Government agencies, commissions, councils, and committees as needed.
- 9:1.1 C Provide job training for any secretarial support.
- 9:1.1 D Carry out the signatory authorization for the ASCWU business transactions as approved by the Student Government.
- 9:1.1 E It shall be the responsibility of the Director of Campus Life to keep regular files of all past ASCWU elections and the ASCWU Policy Manual.

10:0.0 STUDENT GOVERNMENT REMUNERATION

10:1.1 Student Government remuneration shall comply with the following guidelines:

- 10:1.1 A Remuneration shall be set by the outgoing Student Government during Spring academic quarter. The Student Government shall not raise the current pay scale during their term but shall have the authority to set pay scales for the future Student Government.
- 10:1.1 B The pay scale set by the Student Government can be an average of instate, public, four-year institutions for equivalent jobs, titles and duties.
- 10:1.1 C The Student Government have the authority to lower the pay scale for all or individual officers during their term, overriding Article X, Section 1.1A.

11:0.0 THE ASCWU POLICY MANUAL

11:1.1 The ASCWU Policy Manual Structure

11:1.2 The structure of the ASCWU Policy Manual shall be as follows:

- 11:1.2 A Motion Listing containing all motions and policies passed by the ASCWU Student Government.
- 11:1.2 B The ASCWU Policy containing a list of motions and policies taken from the Motion Listing that are currently in effect. The ASCWU Policy listing can be organized into related sections.
- 11:1.2 C Currently enacted ASCWU Constitution and By-Laws.
- 11:1.2 D Currently enacted Club Senate Constitution, By-Laws, and Policies.
- 11:1.2 E Currently enacted Equity and Service Council Constitution, By-Laws and Policies.
- 11:1.2 F Currently enacted Constitutions, By-laws, and policies for all ASCWU recognized committees.

- 11:1.2 G Currently enacted Student Academic Senate Constitution, By-Laws and Policies.
- 11:1.2 H Currently enacted ASCWU Election Code.
- 11:1.2 I Currently enacted ASCWU Council of Probity Rules and Procedures.
- 11:1.2 J Policy Reference sections that contains supplemental information.

12:0.0 THE ASCWU PUBLIC RELATIONS DIRECTOR

12:1.0 The ASCWU Public Relations Director will assist the ASCWU Student Government in public relations endeavors as well as the ASCWU President in the fulfillment of the ASCWU Public Relations duties and responsibilities as described in Article I Section 1.1J

12:2.0 The ASCWU Public Relations Director:

- 12:2.1 A Shall be hired and supervised by the ASCWU President with approval of the ASCWU Student Government.
- 12:2.1 B Shall serve as an ex-officio non-voting member of the ASCWU Student Government.
- 12:2.1 C Shall, at the direction, discretion and pleasure of the ASCWU Student Government, fulfill the ASCWU public relation functions.