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**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 (Refer to Position Description)**

##### **1:1.1**

**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**

**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.**

##### **1:1.3**

**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.**

##### **1:1.4**

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

#### **1:2.0 Duties of the Vice President (Refer to Position Description)**

**1:2.0 The Vice President possesses the power to nominate and may appoint with the consent of the Student Government as follows:**

##### **1:2.0 A**

**The ASCWU 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.**

##### **1:2.0 B**

**The 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.

**1:2.0 C**

The ASCWU Vice President shall have the responsibility to oversee and coordinate committee members on behalf of the ASCWU Student Government.

**1:2.1 It is the responsibility, of the Vice President to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.**

**1:3.0 Duties of the Senate Speaker**

(Refer to Position Description)

**1:3.1 It is the responsibility of the Senate Speaker to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.**

**1:4.0 Duties of the Director for Equity and Multicultural Affairs**

(Refer to Position Description)

**1:4.1 It is the responsibility of the Director for Equity and Multicultural Affairs to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.**

**1:5.0 Duties of the Director for Student Life and Facilities:**

(Refer to Position Description)

**1:5.1 It is the responsibility of the Director for Student Life and Facilities to uphold the duties, responsibilities and ideals of the ASCWU Constitution, By-Laws, and Policies.**

**1:6.0 Duties of the Director for Governmental Affairs:**

(Refer to Position Description)

**1:6.1 It is the responsibility of the Director for Governmental 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 Vice President or the Executive Director of Student Involvement.

### **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 Vice President and the Executive Director of Student Involvement.

**3:1.1 I**

Provide the Board with a statement of positions on issues of concern regarding their respective constituencies.

**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, The Student Senate, the Equity and Service Council 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 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 A**

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 B**

A set of rules known as the “Rules of Procedure” shall be established by the Council of Probity for its own operation. The rules 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 Executive Director of Student Involvement 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 Executive Director of Student Involvement 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. Washington Administrative Code.**

### **7:5.2 Referential Input**

##### **7:5.2 A**

The Equity and Services Council, the Student 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 GOVERNMENTAL AFFAIRS**

**8:1.0** The ASCWU Office of Governmental Affairs (OGA) 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 Director for Governmental Affairs shall serve as the Supervisor for the ASCWU Office of Governmental Affairs.

### **8:1.2**

Duties and programs, positions, actions, and expenditures shall be vested in the Director of the OGA 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 Governmental Affairs as a recognized association of the ASCWU-BOD.

## **9:0.0 EXECUTIVE DIRECTOR OF STUDENT INVOLVEMENT:**

**9:1.1** The duties and responsibilities of the Executive Director of Student Involvement 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 Executive Director of Student Involvement 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 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.