

ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY



CONSTITUTION AND BYLAWS OF THE STUDENT ACADEMIC SENATE

Effective: June 2nd, 2017

CONSTITUTION OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY STUDENT ACADEMIC SENATE

PREAMBLE

We, the Associated Students of Central Washington University Student Academic Senate, act for, and on behalf of, the Associated Students of Central Washington University with respect to all academic matters and issues related to the intellectual mission of the University. The Student Academic Senate is dedicated to advocating for quality academic programs and opportunities in helping to maintain Central Washington University's core values, rooted first and foremost in each student's greatest good. We will serve as the primary means by which students collectively share in the academic governance of Central Washington University by providing student voices toward the University's academic environment and by providing funding for experiential learning.

Articles of the Constitution of the Associated Students of Central Washington University Student Academic Senate

Article I NAME

The name of this organization shall be the "Associated Students of Central Washington University Student Academic Senate," hereafter, referred to as "SAS".

Article II MEMBERSHIP

II-1 Eligibility

II-1.1 Voting members of the SAS shall consist of all recognized academic departments that have a student department representative, or senator, and are granted recognition through the Associated Students of Central Washington University, or ASCWU, and SAS. All voting members must be in good academic standing and have declared their **academic major, academic minor, or academic degree** in a recognized academic department or program of Central Washington University, or CWU, at least one quarter prior, excluding summer quarter.

II-1.2 Non-voting members shall consist of every student enrolled in at least one (1) credit at Central Washington University. The Faculty Representative nominated by the Faculty Senate and selected by the SAS Executive Board will be a non-voting member as well.

II-2 Non-discrimination

SAS follows Central Washington University's non-discrimination policies and practices that affirm and actively promote the rights of all individuals to equal opportunity in education and employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, age, marital status, disability, or status as a protected veteran. The University administers an

affirmative action program for employment purposes and complies with all applicable federal, state, and local laws, regulations, and executive orders.

II-3 Attendance

II-3.1 The Chairperson, Executive Board, and senators are required to attend general meetings.

- A. Procedures for removing the Chairperson of SAS meetings and events shall follow ASCWU By-Laws Article 6.
- B. Missing two or more meetings in a single academic quarter. The Chairperson may excuse senators from a meeting once. Senators may be excused from a second or third absence with the approval of the Senate via a simple majority vote. All excused absences must be recorded in the minutes of the meeting the senator missed.
- C. Failure to perform the duties of a senator as listed in Title II. A motion will be brought before the general SAS to place the senator in bad standing. The Chairperson or a member of the Executive Board will present the case to place the senator in bad standing. There must be at least five minutes of discussion before the general SAS can vote on the motion. If present, the senator will always be allowed to defend their position. A simple majority vote is required to place the senator in bad standing, a two-thirds vote is needed to remove the senator, creating a vacancy.

II-3.2 The Chairperson and Executive Board must attend executive meetings prior to and after the general meetings each month during Fall, Winter, and Spring academic quarters. If an Executive Board member misses more than three executive meetings in a single quarter, the Executive Board member will be removed from the Board, creating an Executive Board vacancy.

II-4 Status and Recognition

II-4.1 Departments in bad standing may not request funds, and the department's senator cannot cast votes until the department is restored to good standing.

II-4.2 A department regains good standing when a new senator is appointed to an existing vacancy, or when a senator in bad standing is restored to good standing through a vote of confidence by simple majority in a meeting of the general SAS. A senator who has failed a vote of confidence will be returned to good standing once a senator has attended two additional, consecutive general SAS meetings.

II-4.3 Membership in the SAS will extend from fall quarter through spring quarter. Academic departments may be recognized for the following year no earlier than the fifth week of the preceding spring quarter.

II-4.4 To be recognized as an academic department in SAS, a senator must be formally appointed by the ASCWU Student Government in a public meeting. The requirements to be a senator

- are: A. Be a student at CWU in good academic standing.
- B. Be a declared an **academic major, academic minor, or academic degree** within the recognized academic department they will represent as outlined in Appendix A.
- C. Be endorsed by the department chair or program director and an additional academic faculty adviser from the academic program the senator will represent. This endorsement usually takes the form of signatures on the SAS application form.
- D. Maintain a 2.0 cumulative GPA.

Article III RECOGNIZED ACADEMIC DEPARTMENTS

III-1 Rights and Responsibilities

Every member of a recognized academic department shall have access to CWU facilities if such facilities are offered. In compliance with the Washington Administrative Code, “facilities” does not include Washington State Motor Pool. These rights may be revoked following a decision outlined in the Bylaws Title VII-4.

III-2 Referential Input

The SAS may pass statements of declaration or motions of intent to the ASCWU Student Government by a two-thirds vote in a general meeting, The ASCWU Student Government must formally respond to statements or motions within two weeks, as described in ASCWU By-Laws Article 7:5.2 B.

III-3 Recognition Process

III-3.1 To be represented in SAS, academic departments must be recognized each year in a public meeting of the ASCWU Student Government, as described in Article II-4.

III-3.2 Recognized academic departments within SAS will follow the guidelines for equal representation found in Appendix A.

III-3.3 To be in good standing, a SAS recognized academic department must have a designated student senator.

III-3.4 Senators must appear before the ASCWU Student Government in a public meeting to be formally recognized.

Article IV OFFICERS AND SENATORS

IV-1 Chairperson

The Chairperson shall be the Vice President for Academic Affairs of the ASCWU Student Government.

IV-2 Administrative Assistant

The Administrative Assistant shall be hired by the Chairperson through an application process during finals week of spring quarter.

IV-3 Recognized College Representative

Department senators are eligible to be elected to the Executive Board as student representatives of their respective colleges. The definition of a recognized college are those academic colleges that directly report to the CWU Provost as found in the organizational chart under the Office of the Provost at www.cwu.edu/provost. The recognized colleges are:

- A. The College of Arts and Humanities
- B. The College of Business
- C. The College of Education and Professional Studies
- D. The College of the Sciences

IV-4 Executive Board

The SAS Chairperson and each recognized College Representative shall comprise the Executive Board, with one additional Executive Board member representing all Special Programs (see Appendix A).

IV-5 Senators

Each SAS recognized academic department will endorse a student to be appointed to the SAS through the ASCWU Student Government confirmation process described in Article II-4.

A. A student shall only be appointed to one position in the SAS, either as a senator or a senator alternate, for a single recognized academic department.

B. No senator shall serve on the ASCWU Student Government or Council of Probity.

Article V TERM OF OFFICE

V-1 Chairperson

The Chairperson's term of office shall be determined by the ASCWU Constitution and By-Laws.

V-2 Administrative Assistant

The Administrative Assistant shall take office one week prior to the first day of instruction of fall quarter and ending on the last day of instruction of spring quarter.

Article VI MEETINGS

VI-1 Regular Meetings

There shall be five regular meetings per quarter during Fall, Winter, and Spring quarters, providing that school is in session.

VI-2 Additional Meetings. Special or additional meetings will be held when the SAS Chairperson and Executive Board consider it necessary.

VI-3 Executive Board Meetings. The SAS Executive Board shall meet weekly during the Fall, Winter, and Spring quarters, providing that school is in session.

Article VII REFERENDUM

Any senator in good standing may introduce referential input to the SAS for consideration. Referendums shall be presented to the Chairperson two days in advance of the regular SAS meetings. A two-thirds majority vote is required from the recognized academic departments in good standing to pass. Referendums shall then be passed to the ASCWU Student Government for consideration.

Article VIII BYLAWS

VIII-1 Bylaws

Policies and operating procedures of the SAS shall be established in supplementary bylaws.

VIII-2 Revising the Bylaws

Any member of the SAS may propose bylaw changes to the members of the SAS. A two-thirds affirmative vote by the SAS and a two-thirds affirmative vote by the ASCWU Student Government are required for enactment of changes made to the bylaws. Changes may include new bylaws, amendments to existing bylaws, or the removal of bylaws.

VIII-3 Suspending the Bylaws

Any member of the Executive Board may propose a temporary bylaw suspension to the SAS for the duration of a single vote in a general meeting.

- A. A two-thirds affirmative vote by the SAS is required to suspend a bylaw.
- B. An executive board member may only approach the SAS for the purpose of suspension once during an academic year.
- C. Only one bylaw may be suspended at a time.
- D. Title X of the bylaws shall not be suspended under any circumstances.

Article IX Appendices

IX-1 Appendices

Policies and operating procedures of the SAS shall be further clarified in supplemental documents found after the Constitution and Bylaws. Current appendices are Representation Lists (Appendix A), Examples and Precedents for clarification of funding requests (Appendix B) and Common SAS forms (Appendix C).

IX-2 Amending the Appendices

Updates to Appendix A must go through the process outlined in SAS Bylaw Title VI. All other Appendices may be referred to a SAS Constitution and Bylaws committee for recommendations but may be changed by the Chairperson as updates are needed. Changes made to the Appendices must be recorded in the minutes.

IX-3 Suspending the Appendices

The Appendices shall not be suspended under any circumstances.

Article X CONSTITUTIONAL REFORM

X-1 Amending the Constitution

Proposals to amend the Constitution require a three-fourths affirmative vote by the general SAS, the ASCWU Student Government, and the approval of the ASCWU Council of Probity. The amendment process may include new Constitutional articles, amendments to existing articles, or the removal of articles,

X-2 Suspending the Constitution

The Constitution shall not be suspended under any circumstances.

X-3 Enacting the Constitution

The Constitution shall be in full effect following a three-fourths affirmative vote by the ASCWU Student Government and the approval of the ASCWU Council of Probitry. This Constitution shall supersede and replace all previous ASCWU SAS constitutions and bylaws.

BYLAWS OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY STUDENT ACADEMIC SENATE

No significance is placed on the singular or plural designation of the use of masculine, feminine, or neuter on these bylaws. Each designation is to be construed to include others where appropriate.

Titles of the Bylaws of the Associated Students of Central Washington University Student Academic Senate

Title I The SAS Chairperson And Assistant

I-1 Duties of the Chairperson

I-1.1 The duties of the Chairperson shall be to:

- A. Ensure that every student at CWU has representation in the SAS. The Chairperson shall be responsible for reviewing and updating the representation list (Appendix A) that describes the SAS representation at CWU, as outline in SAS Bylaws Title VI. The Chairperson must review and revise the representation list at least once every academic year and may do so more often as academic programs change.
- B. Serve as Chairperson in directing the SAS meetings. The Chairperson shall vote in general SAS meetings and Executive Board meetings only in the event of a tie.
- C. Issue an initial agenda and have it available to the public no less than two (2) days prior to regularly scheduled general SAS meetings.
- D. Serve as a liaison between the SAS and the ASCWU Student Government.
- E. Create committees, task forces, and other bodies deemed necessary by the simple majority of the SAS.
- F. Interpret and enforce the provisions of the SAS Constitution and Bylaws.
- G. Act as the public spokesperson for the SAS. The Chairperson shall report such statements at the first SAS meeting after the comments become public.
- H. Form and chair a committee to review, and if necessary, revise the SAS Constitution every three years from the last revision.
- I. Oversee the preparation of budget reports for all fiscal matters pertaining to the SAS:
 - i. A comprehensive budget report must be presented at the first general SAS meeting of each quarter showing all expenses from the start of the academic year, including initial budget, operational expenditures, academic funding allocation, and projected budget forecast for the remainder of the year.
 - ii. Ongoing budget reports must be presented to the SAS at the first general meeting of each calendar month showing academic funding allocation.
 - iii. Budget reports may be presented at a more frequent interval by request of the Chairperson, or by the request of the SAS through a motion, passing with a simple majority in a general meeting, or by the request of the Executive Board in its weekly session.
 - iv. A yearly budget report shall be completed by the end of Spring quarter and be ready for presentation before the last general SAS meeting of the Spring quarter.
- J. Notify any academic department, in writing, of a SAS vacancy or following a department entering bad standing. Notification should include:
 - i. Mission of the SAS at CWU.

- ii. Statement that departments without representation are not eligible to request funds to support academic activities according to SAS Bylaws Title X-2.
 - iii. Procedures to appoint an academic senator.
 - iv. Corrective actions to restore a department to good standing.
- K. Departments remaining in bad standing or having a vacancy will be notified no less than twice per quarter in writing.
 - L. Oversee the hiring and supervision of any paid administrative staff employed by the Office of Academic Affairs as referenced in ASCWU By-Laws section 1:4.1 L and SAS Constitution Article V.

I-1.2 Powers of Appointment:

- A. Appoint members of the SAS to any committees, task forces or other bodies deemed necessary by the Chairperson or by motion of the general SAS with a simple majority vote.
- B. Appoint the members of the SAS Executive Board, subject to approval by the ASCWU Student Government, as directed in SAS Bylaws Title VI, "SAS Subsidiary Body."
- C. May appoint an additional student delegate/observer to the Faculty Senate.

I-2 Duties of the SAS Administrative Assistant

I-2.1 The duties of the SAS Administrative Assistant shall be

- to: A. Serve as the Administrative Assistant to the SAS.
- B. Monitor the attendance of the senators and keep a record on file for future reference and to determine the standing of the senator's department. After the adjournment of each general SAS meeting, attendance will be checked and departments will be placed into bad standing as needed. C. Determine eligibility for funds based on attendance and compliance with the SAS Constitution and Bylaws.
- D. Prepare allocation and budget reports in the formats described in SAS Bylaws section I-1.H. Make the budget reports available within two (2) days of the SAS general meeting for distribution to interested parties.
- E. Provide the SAS with an updated report of monetary activities at the first general SAS meeting of each quarter.
- F. Keep records of all requests presented to the Executive Board and the SAS and place such requests on file for future reference.
- G. Maintain a record of all officially written correspondence to and from the SAS.
- H. Prepare a report from SAS to the CWU Campus Life Office detailing the activities of the SAS as directed by the SAS Chairperson.
- I. Present a budget for the academic school year to the SAS at the first meeting of each quarter in the format outlined in Bylaws Title 1-1.1 H.
- J. Assist the Chairperson in the creation and maintenance of a SAS Handbook.
- K. Assist the Chairperson in any clerical duties, including the taking of minutes at SAS meetings. L. Assume the role of the chair in the case that the Chairperson is absent.
- M. Work fourteen to nineteen (14-19) hours starting one week prior to the start of instruction of Fall quarter, excluding finals week. Hours worked during holidays and breaks will follow CWU conditions for student on-campus employment.

I-2.2 Public Relations Responsibilities of the SAS Administrative

- Assistant: A. Contact the media as directed by the Chairperson and/or the SAS.
- B. Continue to explore ways of promoting the SAS.
- C. Establish contacts with University Public Relations, Print Shop, SURC Activities, and any other organization(s) as directed by the Chairperson to facilitate smooth operation of the SAS promotional activities.

I-3 Compensation

I-3.1 The Chairperson shall not receive compensation from SAS allocated funds.

I-3.2 The Administrative Assistant is a paid position and the hourly compensation for hours worked shall be determined by the Chairperson in accordance with the ASCWU Constitution.

- A. Paid hours are determined in the SAS Bylaws Title I-2.1 M.
- B. Changes to wages and compensation shall follow CWU conditions for student on-campus employment.
- C. Payments will be made according to the CWU pay policies and cycles.
- D. The Administrative Assistant is required to fulfill the duties outlined in SAS Bylaws Title I-2.
- E. If the Administrative Assistant fails to fulfill the duties outlined in SAS Bylaws Title I-2, the Chairperson reserves the right to terminate the individual's employment.
- F. If the Administrative Assistant is terminated, the Chairperson will immediately begin a search for a suitable replacement.
- G. Until a replacement can be found the Chairperson will assume all duties of the Administrative Assistant.
- H. If the Administrative Assistant is not replaced by the time the SAS Executive Board or general SAS hold their next meeting, the Chairperson is responsible for finding an individual to take minutes.

Title II Responsibilities of Representatives

II-1 Responsibilities of the Senator

II-1.1 The responsibilities of the Senator shall be to:

- A. Have working knowledge of the SAS Constitution and Bylaws and SAS Funding Policies and Procedures.
- B. Serve as a voting member of the SAS on behalf of a single recognized academic department and to cast a single vote for each motion before the SAS.
- C. Serve as a liaison between the recognized academic department they represent and the SAS.
- D. Serve on any committees, task forces, and other such bodies as directed by the Chairperson or the SAS.
- E. Meet with the respective department chair once monthly and report back to the SAS at the next general meeting. In the case of Special Programs, meet with their respective Program Director.
- F. Meet with the Faculty Senate representative once monthly and report back to the SAS at the next general meeting.

II-2 Responsibilities of the Senator Alternate

II-2.1 The responsibilities of the Senator Alternate shall be to:

- A. Fill in for the Senator if the Senator is unable to make a regularly scheduled general SAS meeting. The Senator is required to give the senator alternate 48 hours notice.
- B. Serve on any committees, task forces, and other such bodies as directed by the Chairperson or the SAS.
- C. Have working knowledge of the Constitution and Bylaws and the SAS Funding Policies and Procedures.

Title III The SAS Faculty Representative ~~And~~ SAS Advisor

III-1 Selection of the Faculty Representative

III-1.1 Will be at the discretion of the Chairperson and the Executive Board.

III-1.2 The Executive Board shall select the Faculty Representative.

III-1.3 In the event of a vacancy, the Chairperson will send, in writing, a request to Faculty Senate for a representative.

III-2 Responsibilities of the Faculty Representative

III-2.1 Serve as a non-voting member of the SAS.

III-2.2 Serve as the faculty liaison between the SAS and the Faculty Senate.

III-3 Selection of the SAS Advisor

III-3.1 Will be at the discretion of the Chairperson.

III-3.2 In the event of a vacancy, the Chairperson will send, in writing, a request for an advisor.

III-4 Responsibilities of the SAS Advisor

III-4.1 Serve as a non-voting member of the SAS.

III-4.2 Serve as an advisor to the SAS.

Title IV SAS Responsibilities

IV-1 SAS Responsibilities

IV-1.1 The responsibilities of the SAS shall be to:

- A. Decide the policies of the SAS with regard to issues affecting the academic success of all students at Central Washington University. Such policies shall be printed and placed on file for future reference.
- B. Confirm, reject, or remove appointments made by the SAS Chairperson on SAS recognized agencies, committees, and task forces.
- C. Create SAS standing committees, agencies, and task forces on behalf of the SAS with the approval of the general SAS.
- D. Set policies and/or procedures for the whole of SAS, the individual offices of the SAS, and the subsidiary bodies of SAS. Such policies shall be printed and placed on file for future reference.
- E. Approve or disapprove the allocations of funds as outlined in SAS Bylaws Title X.
- F. Confirm or reject the budget for the funds of the SAS as presented by the Administrative Assistant.
- G. A quorum of one-half of all appointed senators plus one must exist before any business can take place.

IV-2 Limitations

These Bylaws shall in no way be construed to limit the power of SAS as set forth in the SAS Constitution, Bylaws, Washington Administrative Code, and the Revised Code of Washington.

Title V SAS Senator and Alternate Eligibility

V-1 SAS Executive Board Eligibility Requirements

- V-1.1 To be appointed to the SAS Executive Board, a student must meet the following requirements:
- A. Be a student at CWU in good academic standing.
 - B. Be an appointed SAS senator in the college in which the senator is applying.
 - C. Be a declared **an academic major, academic minor, or academic degree** within the college the senator is appointed to represent on the SAS Executive Board, or in the case of the Special Programs Executive Board member, be a member of one of the recognized SAS Special Programs (See Appendix A).
 - D. Maintain a 2.5 cumulative GPA for courses taken at CWU.

V-2 SAS Senator Eligibility

- V-2.1 To be appointed to the SAS as a senator, a student must meet the following requirements:
- A. Be a student at CWU in good academic standing.
 - B. Be a declared **an academic major, academic minor, or academic degree** within the recognized academic department or program they will represent as outlined in Appendix A.
 - C. Be endorsed by the department chair or program director and an additional academic faculty sponsor from the academic program the senator will represent. This endorsement usually takes the form of signatures on the SAS application form.
 - D. Maintain a 2.0 cumulative GPA.

V-2.2 Restrictions for Senators

- A. A student shall only be appointed to one position in the SAS, either as a senator or a senator alternate, for a single recognized academic department.
- B. No senator shall serve on the ASCWU Student Government or Council of Probity.

V-3 SAS Senator Alternate Eligibility Requirements

- V-3.1 To be appointed to the SAS as a senator alternate, a student must meet the following requirements:
- A. Be a student at CWU in good academic standing.
 - B. Be a declared **academic major, academic minor, or academic degree** within the recognized academic department they represent as outlined in Appendix A.
 - C. Be endorsed by the department chair or program director and an additional academic faculty sponsor from the academic program the senator alternate will represent. This endorsement usually takes the form of signatures on the SAS application form.
 - D. Maintain a 2.0 cumulative GPA.

V-3.2 Restrictions for Senators Alternates

- A. A student shall only be appointed to one position in the SAS, either as a senator or a senator alternate, for a single recognized academic department.
- B. No senator alternate shall serve on the ASCWU Student Government or Council of Probity.

Title VI DEPARTMENT STATUS AND APPOINTMENTS

VI-1 Department Status

VI-1.1 To be in good standing an academic department must:

- A. Be officially recognized by the ASCWU in a regularly scheduled public meeting.
- B. If not already present on the SAS Senatorial Representation List (see appendix A), the department shall be assigned senatorial representation by a vote of the general SAS.
 - i. Departments may be assigned representation through an existing senatorial seat through a simple majority vote. In general, SAS should follow the guidelines of the Representation List, keeping smaller departments with similar programs together under one senate seat.
 - ii. A new senate position may be created through a two-thirds vote by the general SAS. The Chairperson must then ensure a new entry is made in the Representation List.
- C. Be in good standing, a department must have a senator in good standing in accordance with Title II and Title V.

VI-1.2 An Academic Department is in bad standing if:

- A. The department has no appointed senator.
- B. The department's senator is in bad standing. A senator will be placed in bad standing by:
 - i. Missing two or more meetings in a single academic quarter. The Chairperson may excuse a senator from a meeting once. Senators may be excused from a second or third absence with the approval of the senate via a simple majority vote. All excused absences must be recorded in the minutes of the meeting the senator missed.
 - ii. Failure to perform the duties of a senator as listed in Title II. A motion will be brought before the general SAS to place the senator in bad standing. The Chairperson or a member of the Executive Board will present the case to place the senator in bad standing. There must be at least five minutes of discussion before the motion is voted upon. If present, the senator will always be allowed to defend their position. A simple majority vote is required to place the senator in bad standing, a two-thirds vote is needed to remove the senator, creating a vacancy.
- C. Departments in bad standing will have no vote at general SAS until the department regains good standing.
- D. Departments in bad standing will not be able to request funding support.
- E. A department regains good standing when a new senator is appointed to an existing vacancy, or when a senator in bad standing is restored to good standing through a vote of confidence (simple majority) in a meeting of the general SAS.

VI-1 Senator Appointments

VI-1.1 Senator Appointment Process:

- A. Prospective senators must meet the requirements in SAS Bylaws Title V-2.
- B. Prospective senators must turn in a completed Senator Application form at the ASCWU office.
- C. If there is a single senate application for an academic department, the Chairperson may directly recommend appointment of the Senator to the ASCWU.
- D. The prospective senator must appear at an ASCWU public meeting in order to be confirmed.

- E. In the event of multiple applications for a single SAS position, the Chairperson shall consult with the Senate:
 - i. The Chairperson will bring the applications to the SAS for an election.
 - ii. Each candidate will present their qualifications and answer questions before the SAS. A time limit may be set by the Chairperson.
 - iii. It is recommended students with a declared **academic major or academic degree, then academic minor** in the SAS position take precedence **in the order listed.**
 - iv. In the event of three or more applications, a run-off vote will be held, and the two candidates will advance to a final vote for the senate position. The one not chosen will be encouraged to apply for the Senator Alternate.

VI-1.2 Senate Vacancies.

- A. In accordance with Title I-1.1.I, the Chairperson notifies each academic department of senate vacancies whenever they occur. The appointment process will remain open until the senate seat has been filled.
- B. Senators for the following year shall be appointed no earlier than the fifth week of the preceding Spring academic quarter, to be confirmed by the ASCWU no earlier than the second-to-last public meeting of the year.

VI-2 Executive Board Appointments

VI-2.1 Execute Board Appointment Process:

- A. Prospective Executive Board members must meet the requirements in SAS Bylaws Title V.
- B. Prospective Executive Board members must fill out an Executive Board Application at the ASCWU offices.
- C. Prospective Executive Board members must be approved by a simple majority of the recognized Senators in the college for which they are applying. At least three senators must have been appointed from the representative college. The Senator being appointed to the Executive Board does not participate in that vote. In the event of a tie, the Chairperson will cast the deciding vote.
 - i. In the event that less than three members of the college have been appointed to SAS, the Chairperson may temporarily nominate a member of the Executive Board. The nomination must be approved by a simple majority of the entire SAS.
 - ii. For the temporary member to become a permanent member of the SAS Executive Board, the temporary member must be confirmed by a simple majority vote by the recognized Senators in the college for which they are applying. This vote must occur before the end of the Fall Quarter of the Academic year, or the Executive Board seat becomes vacant.
- D. After the respective college confirmation vote, prospective Executive Board members must also be approved by SAS with a simple majority, to be nominated by the Chairperson for recognition by the ASCWU. The Candidate must appear before the ASCWU public meeting to be recognized.
- E. In the Event of multiple candidates, the chairperson shall consult with the senate:
 - i. The Chairperson will bring the applications to the SAS for an election.
 - ii. Each candidate will present their qualifications and answer questions before the SAS. A Time limit may be set by the Chairperson.
 - iii. The SAS will vote for the candidate they feel most qualified.
 - iv. In the event of three or more applications, a run-off vote will be held, and the two candidates will advance to a final vote for the senate position. The one not chosen will be encouraged to apply for the Senator Alternate.

VI-2.2 Executive Board Vacancies.

- A. In accordance with Title I-1.1.I, the Chairperson notifies each academic department of Executive Board vacancies whenever they occur. The appointment process will remain open until the Executive Board position has been filled.
- B. Executive Board members for the following year shall be appointed no earlier than the fifth week of the preceding Spring academic quarter, to be confirmed by the ASCWU no earlier than the second-to-last public meeting of the year.

VI-2.3 Senator Alternate Appointment Process:

- A. It is not mandatory for departments to have a SAS senator alternate.
- B. Prospective senator alternates must meet the requirements in SAS Bylaws Title V-2.
- C. Prospective senator alternates must turn in a completed Senator Application form at the ASCWU office.
- D. If there is a single senator alternate application for an academic department, the Chairperson may directly recommend appointment of the senator alternate to the ASCWU.
- E. The prospective senator alternate must appear at a ASCWU public meeting in order to be confirmed.
- F. In the event of multiple applications for a single SAS alternate position, the Chairperson shall consult with the Senate:
 - i. The Chairperson will bring the applications to the SAS for an election.
 - ii. Each candidate will present their qualifications and answer questions before the SAS. A time limit may be set by the Chairperson.
 - iii. In the event of three or more applications, a run-off vote will be held, and the two candidates will advance to a final vote for the senate alternate position. The one not chosen will be encouraged to apply for the Senator Alternate.

VI-2.4 Senate Alternate Vacancies.

- A. In accordance with Title I-1.1.I, the Chairperson notifies each academic department of senate vacancies whenever they occur. The appointment process will remain open until the senate seat has been filled.
- B. Senators for the following year shall be appointed no earlier than the fifth week of the preceding Spring academic quarter, to be confirmed by the ASCWU no earlier than the second-to-last public meeting of the year.

Title VII VACANCIES IN THE SAS

VII-1 Termination of an Executive Board Member

VII-1.1 Requirements to Terminate an Executive Board Member, excluding the Chairperson.

- A. Termination as an Executive Board Member does not mean termination as a Senator.
- B. Any Executive Board member placed on academic suspension is automatically terminated.
- C. Any Executive Board member may be terminated by the SAS, with a two-thirds majority vote, only after the Chairperson has notified the SAS of the Executive Board member's inability to carry out their duties.
 - i. The Executive Board member will be called before the SAS to defend themselves immediately following the Chairperson's notification to SAS.
 - ii. The general SAS meeting following the meeting where notification was given, will have the Chairperson and the Executive Board member update the SAS on their performance. Immediately following the update, the SAS will vote to either terminate or not terminate the Executive Board Member. Termination requires two-thirds majority vote.
- D. In the event an Executive Board Member is terminated, the seat becomes vacant and a new Executive Board member is appointed by the process outlined in SAS Constitution and Bylaws Title VI.

VII-1.2 Termination of the Chairperson shall be in accordance with the ASCWU Constitution and Bylaws.

VII-2 Resignation of an Executive Board Member

VII-2.1 An Executive Board member may resign from the Executive Board with a letter of resignation to the Chairperson.

- A. No letter of resignation or withdrawal will be binding without the following:
 - i. Date of resignation
 - ii. Signature of the resignee
 - iii. Signature of the Chairperson
 - iv. Signature from an additional Executive Board Member as Witness
- B. The Executive Board Member may withdraw their resignation if a letter of withdrawal is submitted to the Chairperson prior to their resignation date.
- C. The Executive Board Member and the Chairperson will each keep signed copies of the letter of resignation and if the resignation is withdrawn, the letter of withdrawal.

VII-3 Resignation of a Senator.

VII-3.1 A Senator may resign from the SAS with a letter of resignation to the Chairperson.

- A. No letter of resignation will be binding without the following:
 - i. Date of resignation
 - ii. Signature of the resignee
 - iii. Signature of the Chairperson
 - iv. Signature from an Executive Board Member as witness
- B. The senator may withdraw their resignation if a letter of withdrawal is submitted to the Chairperson prior to their resignation date.
- C. The Executive Board Member and the Chairperson will each keep signed copies of the letter of resignation and if the resignation is withdrawn, the letter of withdrawal.

VII-4 Termination of a Senator. Requirements to remove a senator:

- A. Any senator placed on academic suspension is automatically terminated.
- B. Any senator may be terminated by the SAS, with a two-thirds majority vote, only after the

Chairperson has notified the SAS of the Senator's inability to carry out their duties.

- a. The senator will be called before the SAS to defend themselves immediately following the Chairperson's notification to general SAS.
 - b. The general SAS meeting following the meeting where notification was given, will have the Chairperson and the Senator update the SAS on their performance. Immediately following the update, the SAS will vote to either terminate or not terminate the Senator. Termination requires two-thirds majority vote.
- C. In the event a senator is terminated, the senate seat becomes vacant and the process to fill the seat follows the procedures outlined in the SAS Constitution and Bylaws Title VI.

VII-5 Resignation of a Senator Alternate Member will follow the same procedures as a Senator resignation.

VII-6 Termination of a Senator Alternate Member will follow the same procedures as a senator termination.

VII-7 SAS Vacancies. In the event of vacancy of any SAS senate position, the Appointment Process follows Title VI of the SAS Constitution and Bylaws. Department Chairs are to be notified once a Senator membership becomes vacant. The Senator Alternate does not assume the role of Senator, but will be encouraged to apply for Senator Membership following the appointment process outlined in Title VI.

Title VIII SAS SUBSIDIARY BODIES

VIII-1 Executive Board

VIII-1.1 Members:

- A. The Executive Board shall consist of six members, including: the Chairperson (normally non-voting, except in the case of a tie), and a representative from each academic college and one representative from the special programs, the voting members of the Executive Board are:
 - i. The College of Arts and Humanities
 - ii. The College of Business
 - iii. The College of Education and Professional Studies
 - iv. The College of Sciences
 - v. Special Programs Board Member (See Appendix A)
- B. In the event of a vacancy, a new Executive Board member is appointed in accordance with Title VII of the Bylaws.
- C. Two-thirds of the Executive Board seated members shall constitute a quorum.

VIII-1.2 Jurisdiction.

- A. The Executive Board shall serve as the body which makes recommendations to the general SAS.
- B. Any funding request presented to the Executive Board that is larger than the maximum permitted amount set in Title X of the Bylaws shall be only eligible for the maximum amount stated in Title X. All recommendations from the Executive Board will follow the Constitution and Bylaws.
- C. Any groups requesting funds over the maximum permitted amount will be given the suggestion to request funding from the Club Senate and the Services and Activities Fee committee.

VIII-1.3 Responsibilities of the Executive Board:

- A. A quorum of two-thirds of Executive Board members must exist before any business may take place.
- B. Recommendations are made to the SAS concerning requests for funding.
- C. Recommendations are made to the SAS on any other business it deems important.

VIII-1.4 Responsibilities of the Chairperson:

- A. Serves as Chairperson in directing the Executive Board meetings and serves as a voting member on the Executive Board only in the event of a tie.
- B. Ensures the Executive Board meets weekly. Convenes additional Executive Board Meetings when circumstances require.
- C. Reports to the SAS all actions, decisions and recommendations made by the Executive Board.

VIII-1.5 Appointments to the Executive Board are in accordance with Title VII.

VIII-2 Executive Board Committees

- A. Each member of the Executive board shall Chair one committee approved by SAS.
- B. There will be one committee for each member of the Executive Board, excluding the Chairperson. SAS will recommend and vote on their top committees.
 - i. Committees must be chosen by the second SAS meeting of Fall quarter.
 - ii. A standing committee will be chaired by a member of the Executive Board. This committee shall not be terminated without unanimous vote of the Executive Board and supermajority vote of SAS.
 - a. Standing Committee(s):
 - i. Student Academic Rights and Responsibilities. Constitution and Bylaws can be found in Appendix D.
 - iii. Additional committees will be added as needed, providing it does not overburden the Executive Board Member chairing the committee.

- C. Executive Board members will vote during Executive Board meetings to choose the committee chairs from the seated Executive Board Member
- D. In the event of an Executive Board vacancy, another member of the Executive Board will assume the role of committee chair until a new executive board member is present.

VIII-3 Other Subsidiary Bodies.

- A. Additional committees, teams, task forces, or other groups may be created by a two-thirds majority vote of the SAS.
- B. The motion in general SAS meeting to create a new subsidiary body must contain a statement detailing the mission and scope of the new body, and the new organization will be bound by that mission statement.
- C. A member of SAS may be chosen, with a simple-majority, to chair the newly formed committee, but report directly to an Executive Board Member who will oversee the committee

Title IX JUDICIAL REVIEW

IX-1 Jurisdiction of the Council of Probity

IX-1.1 The Council of Probity shall have jurisdiction over the following:

- A. Any and all disputes concerning the interpretation of the SAS Constitution and By-Laws.
- B. Any and all disputes between any member of the SAS and its subsidiary bodies.

IX-1.2 The Council of Probity shall determine if the SAS Constitution and By-Laws have been followed in all disputes.

IX-2 Council of Probity Power of Review. The Council of Probity shall have power of review to ensure SAS has followed the SAS Constitution and Bylaws when revising the SAS Constitution and Bylaws.

Title X SAS FUNDING

X-1 Eligibility for Funding

X-1.1 Eligibility for funds will be established after meeting the following criteria:

- A. Students requesting funds from the SAS must have a declared **academic major, academic minor, or academic degree** within a recognized academic department at CWU.
- B. Students that **are undeclared** may still request funds from the SAS.
 - i. Undeclared students will submit their request through the Senator from the Academic Department most closely aligned with the nature of their request.
 - ii. The Senator representing the undeclared students will present the request to the SAS Executive Board.
 - iii. The Executive Board decides whether or not to process the request by a simple majority vote.
 - iv. The undeclared students' requests are then treated as any other funding request put before the general SAS.
- C. The recognized academic department has a senator. The appointed Senator representing the recognized academic department must have attended at least one SAS meeting before any student within the recognized academic department may make a request for funds through that department.
- D. Funds requests may be made at the first meeting of the fall quarter if the department has an appointed senator present.
- E. The recognized academic department, through its Senator or Senator Alternate, is in good standing.
- F. A student participating in the event is available to present the funding request in person to both Executive Board and general SAS. Under exceptional circumstances, the Chairperson may waive the requirement to present the funding request in person to the Executive Board.
- G. The student must be in good academic standing as determined by Central Washington University.
- H. The student has completed the funds request checklist contained in the current funding request packet.
- I. Only one funds request will be accepted per event, unless specified within SAS Bylaw Title X-3.1.

X-2 Requesting Funding

X-2.1 Funds request procedures:

- A. A funds request packet must be properly completed and submitted to the Administrative Assistant at least five business days prior to the Executive Board meeting at which it is to be heard.
 - a. The Chairperson can accept late packets at their discretion.
- B. All requests must be submitted prior to the date of the event for which funds are being requested. Events occurring between the first day of class and the first SAS meeting of fall quarter may request funds for reimbursement at the first SAS meeting.
- C. The Executive Board will recommend an amount to be approved for the funding request. When the funding request is presented in a general meeting of the SAS, the Executive Board recommendation shall be announced immediately following the presentation and prior to the vote.
- D. No funding request may be denied a presentation if the request meets all the criteria according to the SAS Constitution and Bylaws.

X-3 SAS Funding Processes

X-3.1 The Funding Process:

- A. Allocation of funds will only occur at a general SAS meeting in which a quorum exists. (See Appendix B)
- B. Funding requests are approved by a simple majority vote of all senators present in any meeting where a quorum exists. (See Appendix B)

- C. Funding requests may be approved with four possible outcomes:
 - i. Allocate the money as recommended by the Executive Board.
 - ii. Revise the allocation. Revisions may include changing the amount of funds allocated, or placing restrictions on how SAS funds are to be used for the event.
 - iii. Deny the funds request with notice that further requests for the same event will not be entertained. If funds are denied for one event, students are not barred from requesting funds for other events.
 - iv. Deny the funds request with notice that students may resubmit a future request for the same event. Resubmission requires the students to fill out a new funds packet, with the exception of the approved Travel Authorization if it has already been approved.
- D. Students may formally dispute the outcome of funding requests with the ASCWU Council of Probity.
- E. Allocations will be made in accordance with federal and state laws, the policies and procedures of Central Washington University, the ASCWU, and the SAS.
- F. Allocations are subject to availability of funds and the approval of the regulating bodies. Requests for funds from the SAS are limited to:
 - i. Travel expenses, including airfare, CWU Motor Pool rental, public transportation, and reimbursement for private vehicle mileage in accordance with Washington State policies.
 - ii. Registration for academic conferences and events.
 - iii. Lodging expenses including hotel fees or dormitory charges.
 - iv. Guest speaker honorarium fees and reasonable accommodation for presentation. Generally, honorarium fees above \$250 will not be allocated unless compelling special circumstances are approved by the general SAS. Authorization for guest speakers will not be granted unless the funds request includes a statement specifying the guest speaker's target audience and the academic benefit to the students of Central Washington University.
- G. SAS funds cannot be allocated for:
 - i. Food and drink, unless included in conference registration fee.
 - ii. Publicity, printing costs, and advertising, unless promoting a SAS funded event hosted locally.
 - iii. Any purpose for which a student would receive academic credit, with the exception of co-curricular events as defined by CWU Services and Activities Fee committee policies, RCW 28.15 sections 041-045, and the "Killian Outline" reference guide for managers of student activities funds.
- H. The maximum allocation for a single event shall be \$1500 with the exception of Title X-3 K i, allocated at the discretion of the general SAS.
 - i. For the purposes of funding allocations, an event shall be defined as a single scheduled occasion occurring one time in a distinct location with attendance by CWU students from a single recognized academic department.
 - ii. Students from differing departments and majors may submit more than one funding request for the same event. (See Appendix B)
- I. For the purpose of hosting guest speakers, students may request up to \$1500 and are not subject to the student limitations in Bylaws Title X-3.1 K, but are subject to the limitations in Bylaws Title X-3.1.F.iv.
- J. A recognized academic department shall not normally be allocated more than 15% of the SAS Goods and Services budget in a single year. Funding requests from students in a department that has already met the 15% annual cap may be approved on a case-by-case basis by a special vote of the SAS requiring a two-thirds majority for approval of each allocation.
- K. The maximum allocation of funds for individual events, shall be:
 - i. If event entirely occurs on or between March 28, 2017 through September 19, 2017
 - a. One Student: \$600
 - b. Two Students: \$1000
 - c. Three Students: \$1400
 - d. Four Students: \$1800
 - e. Five Students: \$2200

- f. Six Students: \$2600
 - g. Seven or more Students: \$3000
- ii. If event does not entirely occur on or between the above dates:
 - a. One Student: \$300
 - b. Two Students: \$500
 - c. Three Students: \$700
 - d. Four Students: \$900
 - e. Five Students: \$1100
 - f. Six Students: \$1300
 - g. Seven or more Students: \$1500

X-4 Restrictions on Funding:

- A. Any students violating federal, state, and local laws, or the rules, policies, guidelines, and regulations of CWU, the ASCWU, or the SAS must reimburse the SAS for all funds allocated for the trip at which the incident occurred.
- B. The SAS reserves the right to cancel allocations if the request was found to be fraudulent or if the money is to be used for dishonest, discriminatory, or inappropriate purposes. Allocations must be formally cancelled in a written letter from the Chairperson to the requesting students, for any of the following reasons:
 - i. SURC accounting after reviewing the funding request and determining that funds cannot be allocated.
 - ii. Upon written recommendation of two-thirds of the Executive Board.
 - iii. The general SAS, in any meeting in which funding requests are heard, may revoke an allocation by a two-thirds majority vote.
- C. Any recognized academic department that has their membership status suspended or is not recognized by the SAS will be unable to request funds. Good standing must be restored before requests may be accepted and allocated.
- D. Incomplete funds request packets will not be accepted. A request packet is deemed incomplete if it is missing:
 - i. All required dated signatures.
 - ii. Written description of the event, signed by the department chair.
 - iii. Information on all participants, including name, student number and contact information.
 - iv. Scheduling and itinerary information.
 - v. CWU official Travel Authorization, if required by policy.
 - vi. Alcohol guidelines and agreements for each participant
 - viii. Liability waiver for each participant.
- E. Any outstanding allocations on June 30th of the current year will automatically be lost. Allocations made prior to June 30th for the summer will not be lost.
- F. SAS Bylaws pertaining to funding limits will be applied to requests based on the fiscal year in which the benefits are received.
- G. Any student who does not report back to the SAS at the first meeting after the event occurs will lose their funding for that event. Any exceptions must be made with the Chairperson prior to the Meeting.

All receipts must be turned into SURC Accounting within two weeks following the scheduled report-back to the SAS. If the receipts are not turned in by the scheduled time, no funds may be received by the requesting student, and the previously allocated funds are put back into the SAS budget.

Appendix A: Representation

- I. **Criteria for Representation.** All students at CWU who are taking one or more academic credit will have representation in the Student Academic Senate.
 - A. **Standard Representation.** The majority of students at CWU are represented in SAS by the Senator from the recognized academic department or program of their studies.
 - B. **Special Program Representation.** The following programs fit the criteria of maintaining a seat in the SAS as outlined in Appendix A II, but do not fall under a specific College.
 - I. Douglas Honors College.
 - II. International Studies
 - III. Library Science.
 - C. **Extra-Collegiate Representation.** The following programs are included in SAS to include the perspective of these students. These seats cannot endorse funds requests due to explicit dual representation and therefore cannot request funds.
 - I. School of Graduate Studies and Research
 - D. **Two or More Majors.** May choose their SAS representative from any of the academic major programs they are enrolled in.
 - E. **No Declared Major.** As outlined in SAS Bylaw Title X, students without a declared academic major or academic minor will have representation through the established senator from the department or program that most closely aligns with the nature of their request.
 - F. **Non-Matriculated Students.** A student not in a formal degree or certificate program taking at least one academic credit will be represented in SAS through the established senator from the department that most closely aligns with the nature of their request.

II. **Representation Table.** The following table lists recognized colleges and special programs at CWU and the corresponding SAS Senator. It is the responsibility of the Chairperson or designee to review and update this list within one month of taking office. The criteria of representation via a seat includes the departments or programs which offer an academic major, academic minor, or academic degree and are included in the most current undergraduate course catalog—with the exception of Extra-Collegiate representation.

College of the Arts and Humanities	College of the Sciences
Africana and Black Studies Program	Anthropology and Museum Studies
American Indian Studies	Biology
Art and Graphic Design	Chemistry
Asia/Pacific Studies Program	Computer Science
Communications	Craft Brewing Program
Curriculum, Supervision, and Educational Leadership (EFC)	Environmental Studies Program
English	Ethnic Studies
Film Program	Geography
History	Geology
Language Literacy and Special Education (LLSE)	Individual Studies
Latino and Latin American Studies	Integrated Energy Studies (IEM)
Music	Interdisciplinary Studies: Social Sciences
Philosophy and Religious Studies	Law and Justice
TEACH	Mathematics
Theatre Arts	Physics
World Languages and Cultures	Political Science
	Primate Behavior and Ecology Program
College of Educational and Professional Studies	Psychology
Aerospace Studies	Science Education
Aviation	Sociology
Education, Development, Teaching and Learning (TEACH)	Women's and Gender Studies Program
Engineering, Technology, Safety & Construction (ETSC)	
Family and Consumer Science	College of Business
Health Sciences	Accounting
ITAM	Economics
Military Science	Finance and Supply Chain Management
Physical Education, School Health and Movement Studies (PEHMS)	Management
Extra-Collegiate Representation	Special Programs
School of Graduate Studies and Research	Douglas Honors College
	International Studies
	Library Science

III. **Representation Table, Alphabetic by Program.** The following table lists every academic program at CWU and the corresponding SAS Senator. It is the responsibility of the Chairperson or designated alternate to review and update this list within one month of taking office.

Academic Program	SAS Senator
Accessibility Studies Certificate	EFC
Accessibility Studies Minor	EFC
Accounting Certificate	Accounting
Accounting Major, BS	Accounting
Accounting Minor	Accounting
Actuarial Science Major, BS	Mathematics

Administrative Management Minor or Certificate	ITAM
Advertising Minor	Communications
Aerospace Studies Minor	Aerospace Studies
Africana and Black Studies Minor	Africana and Black Studies
American Indian Studies Minor	American Indian Studies
American Sign Language Minor	World Languages and Cultures
Anthropology Major, BA (45 Credits)	Anthropology and Museum Studies
Anthropology Major, BA (63 Credits)	Anthropology and Museum Studies
Anthropology Major, BS	Anthropology and Museum Studies
Anthropology Minor	Anthropology and Museum Studies
Apparel Design Minor	Family and Consumer Sciences
Apparel, Textiles and Merchandising Major, BS	Family and Consumer Sciences
Apparel, Textiles and Merchandising Minor	Family and Consumer Sciences
Applied Computer Science Minor	Computer Science
Art BFA, Graphic Design Specialization	Art and Graphic Design
Art BFA, Studio Art Specialization	Art and Graphic Design
Art History Minor	Art and Graphic Design
Art Major, BA	Art and Graphic Design
Art Studio Minor	Art and Graphic Design
Asia University America Program (AUAP)	International Studies
Asia/Pacific Studies Major, BA	Asia/Pacific Studies
Asia/Pacific Studies Minor	Asia/Pacific Studies
Asian Business Certificate	Asia/Pacific Studies
Astronomy Minor	Physics
Aviation Management BS, Aviation Management Specialization	Aviation
Aviation Management BS, Maintenance Management Specialization	Aviation
Aviation Management Minor	Aviation
Aviation Professional Pilot Minor	Aviation
Aviation: Professional Pilot BS, Commercial Pilot Specialization	Aviation
Aviation: Professional Pilot BS, Flight Officer Specialization	Aviation
Bilingual Education/Teaching English as a Second Language Minor	TEACH
Biology BS, Biology Teaching Specialization	Biology
Biology BS, Biomedical Science Specialization	Biology
Biology BS, Ecology and Evolutionary Biology Specialization	Biology
Biology BS, General Biology Specialization	Biology
Biology BS, Molecular and Cell Biology Specialization	Biology
Biology Major, BA	Biology
Biology Minor	Biology
Biology: Teaching Secondary Minor	Biology
Business Administration BS (BSBA), Finance Specialization	Finance and Supply Chain Management
Business Administration BS (BSBA), General Business Specialization	Management
Business Administration BS (BSBA), Human Resource Management Specialization	Management
Business Administration BS (BSBA), Leadership and Management Specialization	Management
Business Administration BS (BSBA), Marketing Management Specialization	Management
Business Administration BS (BSBA), Personal Financial Planning Specialization	Finance and Supply Chain Management

Business Administration BS (BSBA), Supply Chain Management Specialization	Finance and Supply Chain Management
Business and Marketing Education Major, BS	Family and Consumer Sciences
Business Minor (FSCM)	Management
Business Minor (MGT)	Finance and Supply Chain Management
Captive Primate Care Certificate	Primate Behavior and Ecology Program
Career and Technical Education Program	Family and Consumer Sciences
Chemistry Major BS, Biochemistry Specialization	Chemistry
Chemistry Major, BS	Chemistry
Chemistry Minor	Chemistry
Chemistry: Teaching Major, BA	Chemistry
Chemistry: Teaching Minor	Chemistry
Child Development Minor	Family and Consumer Sciences
Chinese Minor	World Languages and Cultures
Cinema Studies Minor	Film Studies
Clinical Physiology Major, BS	Health Sciences
Communication Minor	Communications
Communication Studies Major, BA (COST)	Communications
Computer Science Major, BS	Computer Science
Computer Science Minor	Computer Science
Construction Management Major, BS	ETSC
Construction Safety Minor	ETSC
Craft Beer Trade Certificate	Craft Brewing Program
Craft Brewing, BS	Craft Brewing Program
Creative Writing Minor	English
Cybersecurity Minor or Certificate	ITAM
Dance Performance Minor (PESHMS)	PESHMS
Dance Performance Minor (TH)	Theatre Arts
Digital Journalism Major BA, Broadcast Journalism Specialization	Communication
Digital Journalism Major BA, Journalistic Writing and Reporting Specialization	Communication
Douglas Honors College	DHC
Dual-degree Physics/Engineering Program	Physics/ETSC
Early Childhood Education Major	TEACH
Early Childhood Education Minor	TEACH
Economics BS, Economic and Business Forecasting Specialization	Economics
Economics BS, General Economics Specialization	Economics
Economics BS, Managerial Economics Specialization	Economics
Economics Minor I	Economics
Economics Minor II	Economics
Educating Highly Capable Learners Minor	TEACH
Electronic Engineering Technology Major, BS	ETSC
Elementary Education Major	TEACH
EMS Paramedicine Major, BS	Health Sciences
Energy Studies Minor	Geography
English Language and Literature Major, BA	English
English Language and Literature Minor	English
English Language Arts Teaching Major, BA	English
English Professional and Creative Writing, BA	English
Entrepreneurship Minor	Management
Environmental Geological Sciences Major, BS	Geological Studies
Environmental Sciences BS, Environmental Biology Specialization	Environmental Studies
Environmental Sciences BS, Environmental Chemistry Specialization	Environmental Studies

Environmental Sciences BS, Environmental Geography Specialization	Environmental Studies
Environmental Sciences BS, Environmental Geology Specialization	Environmental Studies
Environmental Sciences BS, Environmental Policy Specialization	Environmental Studies
Environmental Studies Minor	Environmental Studies
Ethics Minor	Philosophy and Religious Studies
Ethnic Studies Minor	Ethnic Studies
Event Management Minor	Family and Consumer Sciences
Exercise Science Major, BS	Health Sciences
Exercise Science Minor	Health Sciences
Family and Child Life Major BS, Child Life Specialization	Family and Consumer Sciences
Family and Child Life Major BS, Family Science Specialization	Family and Consumer Sciences
Family and Consumer Sciences Career and Technical Education Teaching Major, BS	Family and Consumer Sciences
Family and Consumer Sciences Education Minor	Family and Consumer Sciences
Family and Consumer Sciences Major, BA	Family and Consumer Sciences
Family and Consumer Sciences Minor	Family and Consumer Sciences
Family Science Minor	Family and Consumer Sciences
Film BA, Cinema Studies Specialization	Film Studies
Film BA, Production Specialization	Film Studies
Film BA, Screenwriting Specialization	Film Studies
Finance Minor	Finance and Supply Chain Management
Food Science and Nutrition BS, Dietetics Specialization	Health Sciences
Food Science and Nutrition BS, Foods and Nutrition Specialization	Health Sciences
Food Service Management Minor	Health Sciences
Forensics Certificate	Anthropology and Museum Studies
French Major, BA	World Languages and Cultures
French Minor	World Languages Cultures
Geographic Information Systems (GIS) Certificate	Geography
Geography BS, Environmental and Resource Geography Specialization	Geography
Geography BS, GIScience Specialization	Geography
Geography Major, BA	Geography
Geography Minor	Geography
Geology Major, BA	Geological Studies
Geology Major, BS	Geological Studies
Geology Minor	Geological Studies
German Minor	World Languages and Cultures
Global Literacy Development Certificate	TEACH
Global Wine Studies, BS	Family and Consumer Sciences
History Major (Large Plan), BA	History
History Major (Small Plan), BA	History
History Minor	History
History Social Studies Teaching, BA	History
Human Resource Management Minor	Management
Individual Studies	Individual Studies
Industrial Engineering Technology Major, BS	ETSC
Industrial Technology Minor	ETSC
Innovation through IT Minor or Certificate	ITAM
Instructional Foundations, BA	EFC
Integrated Energy Management BS, Integrated Energy Business Specialization	IEM

Integrated Energy Management BS, Integrated Energy Policy Specialization	IEM
Integrated Energy Management BS, Integrated Power Systems Specialization	IEM
Interdisciplinary Honors Minor	DHC
Interdisciplinary Studies-Social Sciences, BS	Interdisciplinary Studies: Social Sciences Program
International Studies Minor	International Studies
International Theatre Experience Certificate	Theatre Arts
ITAM BAS, Administrative Management Specialization	ITAM
ITAM BAS, Cybersecurity Specialization	ITAM
ITAM BAS, Information Technology Specialization	ITAM
ITAM BS, Administrative Management Specialization	ITAM
ITAM BS, Cybersecurity Specialization	ITAM
ITAM BS, Network Administration and Management Specialization	ITAM
ITAM BS, Retail Management and Technology Specialization	ITAM
ITAM BS, Web and Database Administration and Management Specialization	ITAM
Japanese Major, BA - Large Plan	World Languages and Cultures
Japanese Major, BA - Small Plan	World Languages and Cultures
Japanese Minor	World Languages and Cultures
Jazz Studies Certificate	Music
Latin American Business Certificate	Latino and Latin America Studies
Latino and Latin American Studies Minor	Latino and Latin America Studies
Law and Justice Major, BA	Law and Justice
Law and Justice Minor	Law and Justice
Library and Information Science Certificate	Library Science
Library and Information Science Minor	Library Science
Linguistics Minor	English
Literacy Minor	TEACH
Mathematics Major, BS (Large Plan)	Mathematics
Mathematics Major, BS (Small Plan)	Mathematics
Mathematics Minor	Mathematics
Mathematics: Teaching Secondary Major, BA	Mathematics
Mechanical Engineering Technology Major, BS	ETSC
Middle-level English Minor (Non-Endorsement)	TEACH
Middle-level Humanities Teaching Major, BA	TEACH
Middle-level Mathematics Teaching Major, BA	Mathematics
Middle-level Science Teaching Major, BS	Science Education
Middle-level Social Studies Minor (Non-Endorsement)	TEACH
Military Science Minor	Military Science
Modern IT Applications Minor or Certificate	ITAM
Museum Studies Minor	Anthropology and Museum Studies
Music Composition Major, BM	Music
Music Education Major BM, Broad Area Specialization	Music
Music Education Major BM, Choral Music Specialization	Music
Music Education Major BM, Instrumental Music Specialization	Music
Music Major, BA	Music
Music Minor	Music
Music Performance Major BM, Keyboard Specialization	Music
Music Performance Major BM, Percussion/Wind/String Specialization	Music
Music Performance Major BM, Vocal Specialization	Music
Non-profit Organization Management Certificate (COM)	Communications
Non-profit Organization Management Minor (ANTH)	Anthropology and Museum Studies

Non-profit Organization Management Minor (COM)	Communications
Non-profit Organization Management Minor (MUS)	Music
Non-profit Organization Management Minor (TH)	Theatre Arts
Nutrition Minor	Health Sciences
Occupational Education Certificate	Family and Consumer Sciences
Organizational Communication Minor	Communications
Philosophy Major, BA (50 or 62 credits)	Philosophy and Religious Studies
Philosophy Major, BA (50 or 62 credits), Religious Studies Specialization	Philosophy and Religious Studies
Philosophy Minor	Philosophy and Religious Studies
Physical Activity and Recreation Programming Minor (FCS)	Family and Consumer Sciences
Physical Activity and Recreation Programming Minor (PESHMS)	PESHMS
Physical Education - Coaching Minor	PESHMS
Physical Education - Dance Minor	PESHMS
Physical Education - Dance: Teaching Minor	PESHMS
Physical Education and School Health Major, BS	PESHMS
Physical-Rehabilitation Therapy Minor	Health Sciences
Physics Major BS, Biophysics Specialization	Physics
Physics Major, BA	Physics
Physics Major, BS	Physics
Physics Minor	Physics
Political Science Major, BA (47 credits) (62 credits)	Political Science
Political Science Minor	Political Science
Pre-Chiropractic	Biology
Pre-Dental Hygiene	Biology
Pre-Dentistry	Biology
Pre-Dietetics	Health Sciences
Pre-Engineering	ETSC
Pre-Law	Law and Justice
Pre-Medical Technology	Biology
Pre-Medicine	Biology or Chemistry
Pre-Nursing in Public Health	PESHMS
Pre-Occupational Therapy	Psychology
Pre-Pharmacy	Chemistry
Pre-Physical Therapy	Health Sciences
Pre-Physician Assistant	Biology, Psychology, Chemistry
Pre-Respiratory Therapy	Biology, Psychology
Pre-Veterinary	Biology
Primate Behavior and Ecology Major, BS	Primate Behavior and Ecology
Professional Education Program	EFC
Professional Sommelier Certificate	Family and Consumer Sciences
Professional Writing Certificate (COM)	Communications
Professional Writing Certificate (ENG)	English
Program Development Minor	Family and Consumer Sciences
Project Management Minor or Certificate	ITAM
Psychology Major, BA (45 credits)	Psychology
Psychology Major, BA (60 credits)	Psychology
Psychology Minor	Psychology
Public Health BS, Population Health Specialization	Health Sciences
Public Health BS, Pre-Nursing Specialization	Health Sciences
Public Health Minor	Health Sciences
Public Policy BS	Geography
Public Relations Major, BA	Communications
Radio Broadcasting Certificate	Communications

Recreation and Tourism Management Minor	Family and Consumer Sciences
Recreation, Tourism and Events BS, Event Management Specialization	Family and Consumer Sciences
Recreation, Tourism and Events BS, Recreation Management Specialization	Family and Consumer Sciences
Recreation, Tourism and Events BS, Tourism Management Specialization	Family and Consumer Sciences
Religious Studies Minor	Philosophy and Religious Studies
Retail Management and Technology Minor or Certificate	ITAM
Russian Studies Major, BA	World Languages and Cultures
Russian Studies Minor	World Languages and Cultures
Safety and Health Management Major, BS	ETSC
Safety and Health Management Minor	ETSC
School Library Media Studies Minor	Library Science
Science Education - Broad Area Science Teaching Minor	Science Education
Science Education K-8 Minor	Science Education
Science Talent Expansion Program (STEP)	Science Education
Screenwriting Minor	Film Studies
Social Services Major, BS	Sociology
Social Services Minor	Sociology
Sociology Major, BA (45 credits)	Sociology
Sociology Major, BA (60 credits)	Sociology
Sociology Minor	Sociology
Spanish Major, BA	World Languages
Spanish Minor	World Languages
Special Education (P-12) Broad Area Major, BAEd	TEACH
Special Education (P-12) Major, BAEd	TEACH
Special Education Minor	TEACH
Sport Business Certificate	Management
Sport Business Minor	Management
Study Abroad and Exchange Program (SAEP)	International Studies
Supply Chain Management Certificate	Finance and Supply Chain Management
Supply Chain Management Minor	Finance and Supply Chain Management
Supply Chain Management, BAS	Finance and Supply Chain Management
Sustainable Tourism Minor	Family and Consumer Sciences
Teaching English as a Second Language (TESL) Minor	TEACH
Technology Education Broad Area Major, BS	ETSC
Technology Education Major, BS	ETSC
Theatre Art BFA, Design and Production Specialization	Theatre Arts
Theatre Arts BFA, Musical Theatre Specialization	Theatre Arts
Theatre Arts BFA, Performance Specialization	Theatre Arts
Theatre Arts Minor	Theatre Arts
Theatre Arts-Theatre Studies, BA	Theatre Arts
Traffic Safety Education Minor	ETSC
University English as a Second Language Program (UESL)	International Studies
Visual Art: Teaching Major	Art and Graphic Design
Web Design and Management Minor or Certificate	ITAM
Wine Trade and Tourism Minor	Family and Consumer Sciences
Wine Trade Professional Certificate	Family and Consumer Sciences
Women's and Gender Studies Minor	Women's and Gender Studies

Appendix B: Examples and Precedents

- I. **Examples.** The following examples are provided to offer additional definitions and information about SAS operations. The Chairperson or designated alternate may change and revise these definitions at will, but the new change must be noted in the minutes of the next general meeting of the SAS.
 - A. **Quorum:** Allocation of funds will only occur at a general SAS meeting in which a quorum exists. The SAS quorum is defined in Title IV, Section 1.1.G of the SAS Bylaws as a simple majority, which is “one half of all appointed senators plus one.” For example, if there are 40 appointed SAS senators, a quorum of 21 senators must be present in any meeting to approve funding requests.
 - B. **Majorities.** Funding requests are approved by a simple majority vote of all senators present in any meeting where a quorum exists. In the previous example, 21 of 40 senators are present, so a quorum exists. Of the 21 senators present, a simple majority of 11 senators is required to approve funding requests in that meeting. If 35 senators of 40 were present, then a simple majority of 18 would be needed.
 - C. **Dual Funding.** Students from differing departments and majors may submit more than one funding request for the same event. For example, both the History and Music departments are attending Portland Rose Festival. Each department may submit their own funding request for the trip. SAS will ensure that students who are members of both departments will not receive funding twice for the same event. In the previous example, a double major in both History and Music will only be funded once for the Rose Festival, even though that student is a member of both departments.

- I. **Established Precedents.** The following precedents have been established in SAS. It is the responsibility of the Chairperson or designated alternate to add new precedents as they are set, and the new change must be noted in the minutes of the next general meeting of the SAS.
 - A. **Requests through indirect representation.** In cases where funding requests do not clearly fall under any recognized academic department, students may still ask for funds in accordance with Bylaw Title X. In March of 2014 students in the Filipino-American Student Association (FASA) asked SAS for funds to travel to an academic conference. After some discussion with the chair and the executive board, it was decided that the senator for Engineering Technologies, Safety and Construction department (ETSC) would sponsor the funds request because the president of FASA was an engineering student. Although FASA does not fall into traditional academic categories such as Math or English, but provides those attending valuable experience and leadership skills, and is proven academic benefit. The idea behind this type of funding is to show that while a student should request funding support through the senator that most closely aligns with the nature of their request, students are still able to request funding support for events that do not fit the department.
 - B. **Resubmitting funding requests.** Currently Bylaws Title X allows for SAS to render one of four different outcomes for funding requests:
 - i. Approve the allocation.
 - ii. Revise the allocation.
 - iii. Deny the allocation and not entertain a resubmission.
 - iv. Deny the allocation and entertain a resubmission.

Previously the bylaws had been unclear on the possibility of funding requests resubmission. In October of 2013, a Philosophy and Religious Studies funding request was denied with the specific provision from SAS that no resubmission for resubmission

would be entertained. Upon reviewing state laws, financial guidelines and policies for administering students funds, the SURC accounting office requested that the SAS bylaws be clarified to allow for future resubmissions. In November 2013 Philosophy and Religious studies second request for funding for the same event was approved

Appendix C: SAS Forms

- I. The Chairperson shall be responsible for common forms used by SAS. The Chairperson may delegate the creation or maintenance of forms to the Administrative Assistant or any other SAS subsidiary body.
- II. The Chairperson shall not change ASCWU forms such as Medical Release or Liability Waiver without express permission of the ASCWU.
- III. Common SAS forms may include, but are not limited to:
 - A. Senator Application
 - B. Executive Board Application
 - C. Funds Request Packet
 - D. Funds Request tracking sheet
 - E. Release of Senate Funds form
 - F. Budget Report template
 - G. Meeting Agenda template
 - H. Meeting Minutes template
 - I. Speakers List and timer electronic application
 - J. Voting Placards
 - K. Short guide to Parliamentary Procedure
 - L. SAS Handbook
 - M. Formal Communication Letter template
- IV. All official SAS forms will be maintained in electronic and hardcopy versions at the ASCWU offices. The Chairperson may add, delete or revise SAS forms as needed, but a note must be placed in the minutes of the next general meeting of the SAS reflecting what changes were made and announcing publication of the new form. The Chairperson will update Appendix C to add an entry for the form to the list contained in section C-III.

Appendix D: Student Academic Rights and Responsibilities Committee Constitution and Bylaws

Student Academic Senate PREAMBLE:

We, the Associated Students of Central Washington University Student Academic Senate, act for, and on behalf of, the Associated Students of Central Washington University with respect to all academic matters and issues related to the intellectual mission of the University. The Student Academic Senate is dedicated to advocating for quality academic programs and opportunities in helping to maintain Central Washington University's core values, rooted first and foremost in each student's greatest good. We will serve as the primary means by which students collectively share in the academic governance of Central Washington University by providing student voices toward the University's academic environment and by providing funding for experiential learning.

SARRC PREAMBLE:

In keeping with the tradition of Student Academic Senate and its mission, we, the Student Academic Rights and Responsibilities Committee, will function to listen to and increase the student voice of Central Washington University. This expansion of student voice will come from the SARRC acting as an ancillary body to the mediation work of the Office of Academic Success initiatives. This will be an additional avenue for student grievances to be brought forward, heard, addressed, and solved by students.

Article I - Name

***Section 1** – The Name of the Standing committee shall be “Student Academic Rights and Responsibilities” heretofore referred to as “Student Academic Rights and Responsibilities”, “the standing committee”, “the committee,” and “SARRC”.

***Section 2** – There shall also be a board dedicated to addressing student grievances, and this board shall be heretofore referred to as “the board” or “the Student Academic Rights and Responsibilities Board”.

Article II – Mission Statement

***Section 1** – There are two purposes for this standing committee one primary and one secondary. The primary function of this standing committee is to establish and maintain a standing board that will hear and address student grievances.

***Section 2** –The second is to establish and maintain documentation on the rights and responsibilities of the students with regards to academics and inform the student body of said rights.

***Section 3** – The standing committee shall abide by the Student Academic Senate constitution and the ASCWU constitution.

Article III – Membership

***Section 1** – General SARRC committee members will be drawn from the Student Academic Senate. The SARRC board that will hear student grievances will be drawn from the committee, and said board shall composed of no fewer than four SAS members approved by the SAS Executive Board

***Section 2** – In addition to the SAS members, the committee chair will be a sitting member of the SAS Executive Board, and will be appointed by the sitting ASCWU Vice President of Academic Affairs according to the ASCWU and SAS constitution, or by the SAS Executive Board with a majority vote, which is to be confirmed by the general body of SAS.

***Section 3** –Should the SARRC chairperson fail to satisfactorily meet the requirements of their position, they can be required to step down via a majority vote from the Executive Board or General SAS, either of

which the SARRC chairperson must abstain from voting in. In the case of the SARRC chairperson being removed, a new chairperson will be selected for SARRC within two weeks.

Article IV – Meetings

Section 1 – The Student Academic Rights and Responsibilities Committee shall meet no fewer than three times a quarter and no more than once a week.

Section 2 – The Student Academic Rights and Responsibilities Board shall meet at times determined by the Student Academic Rights and Responsibilities Committee for hearing student grievances. The grievance board shall also meet a minimum of three times a quarter.

Article V – Advisors

***Section 1** – The Director of Academic Success Initiatives acts in an advisory capacity to both the Student Academic Rights and Responsibilities sitting board and committee. It is suggested that this advisory capacity be sought if necessary.

***Section 2** – Should the Director of Academic Success Initiatives be unavailable as an advisor, a faculty advisor position can and should be created and filled with a faculty member.

Article VI – Ratification

***Section 1** – This constitution can and will take effect by ratification by the Associated Students of Central Washington University (ASCWU), Student Academic Senate Executive Board, and the general assembly of the Student Academic Senate.

