



— **ASCWU** —
STUDENT GOVERNMENT
ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY

The ASCWU Student Government By-Laws

Approved:

The ASCWU Student Senate: May 15, 2023

The Equity and Services Council:

The ASCWU Executive Board: June 5th, 2024

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**ARTICLE I: INTENT OF THE ASCWU STUDENT
GOVERNMENT**

The intent of the ASCWU Student Government (ASCWU-SG) is to represent student interests and opinions to the University Administration, the Board of Trustees, academic governance structures, and appropriate external governmental bodies, support student success in their academic endeavors, foster students' rights and responsibilities and inform students of the proceedings of the Associated Students and of the University, and promote the general welfare of all students. It is the eternal intent of the ASCWU-SG to place Students interest and welfare above all other. In addition, the SG will in the interests of shared governance, foster good working relationships with University Administration and other shared governance structures.

ARTICLE II: ASCWU-SG CODE OF ETHICS

- A. Uphold the expectation to act fairly and justly in your position.

- B. When dealing with conflict of interest, make sure to always approach the discussion from a third-party point of view.
 - 1. Every member of the ASCWU Office has the duty to avoid conflict between his or her personal interests and official responsibilities.
 - 2. The Executive Board is expected to consider and avoid not only an actual conflict of interest but also the appearance of a conflict of interest.
 - 3. If there are still concerns related to a potential conflict of interest, then refer to the advisors before proceeding.

- C. Uphold the expectation to use funds for what they are meant for.
 - 1. Communicating the purchases with the other EB to ensure transparency and agreeance on purchases.
 - 2. Being able to justify the funds being used.
 - 3. Make sure the purchase has a purpose to avoid unnecessary purchases.

4. ASCWU and S&A Funds are not allowed to be used for personal benefit.
5. S&A Funds are to be used based on approved allocation purpose.

D. When and if there is a desire to show appreciation to office staff, this must be done in a professional matter.

1. Must be proposed to the rest of the EB for approval.
2. Must use ASCWU office funds for the purchase(s).
3. The purchase must be professional, meaning in the form of a certificate of appreciation, appreciation card, etc.
4. If the “gift” seems more personal, ASCWU funds cannot be used for the purchase.
 - a. For example, getting a staff member a cup of coffee is not a work-related appreciation “gift” meaning ASCWU fund cannot be used for the purchase.
5. When using ASCWU office funds to make purchases to show appreciation, it must be used to all staff under the specific EB office.
 - a. This is to ensure there is no bias or special treatment towards an individual.

E. When it comes to elections, current ASCWU employees that are not actively running for a position are required to refrain from sponsoring current candidates in their ASCWU-SG roles.

1. This is to avoid biases and potential conflict of interest.
2. All election related discussion or activity must be done outside of the ASCWU office.

F. The Executive Board is expected to refrain from being discriminatory and involve themselves in any and all behavior that can be considered harassment.

1. Furthermore, if anyone feels like they are being discriminated, harassed, and/or witness it, it must be reported to the ASCWU advisors and/or the CWU Office of Civil Rights and Compliance.
2. Matters of this nature, such as reports, are to be kept confidential and on a need-to-know basis.
3. Lastly, once reports are being investigated, the process is expected to be handled professionally and without personal retaliation.

G. The Executive Board is expected to require a quarterly review of the ASCWU code of ethics and ASCWU Constitution preamble while serving their term.

1. This review will take place once a quarter with the advisors present to go over the code of ethics and ASCWU preamble to reflect how the EB has fulfilled these goals, how the EB will improve to better meet the goals, and to see if there has been progress since the last review.

H. The Executive Board is expected to keep their constituents and the student body informed about the purpose, goals, and actions of the Student Government Association.

ARTICLE III: MEMBERSHIP OF THE ASCWU **EXECUTIVE BORD**

A. Individual Membership

Any current student having completed 36 credit hours, with 24 credit hours having been completed at CWU, may be eligible to be a seated Officer of the ASCWU-Executive Board (ASCWU-EB). These credits must be conferred at the beginning of the Summer Quarter following the individual's election. All officers must be in good academic standing quarterly with a cumulative GPA of 2.0. Officers who are graduate students must maintain a cumulative GPA of 3.0, in line with graduate study requirements. Finally, all officers must also be able to complete the full term of the position and qualify for employment in the U.S. for their full term.

1. Termination Due to Academics
 - a. If an officer does not meet one or more of the above criteria than that officer shall:
 - i. Be disqualified from assuming the office that they were elected or appointed too.
 - ii. If they have already been seated, then they shall be removed from office upon confirmation by the ASCWU advisor that they do not meet these requirements and the ASCWU Advisor shall inform the whole EB and Council of Probity that the officer no longer meets the criteria to be a seated

officer of the ASCWU-EB. The removal of an officer in these circumstances is done automatically by the power of these By-Laws, it is only the role of the ASCWU Advisor to inform and facilitate the appropriate steps for separation such as turn in keys, clearing out space, and notifying HR of the removal/separation. The ASCWU advisor does not make any discretionary decisions if the member should be removed or not. It is the responsibility of all seated officers of ASCWU-SG to uphold these rules. This clause is void if the following exists:

1. Hardship
 - a. Hardship is defined as something beyond your control, failing a class is not considered a hardship. Hardship includes something documented like hospitalization, Military orders, obituary, etc.
 - b. If a member is informed by the ASCWU advisor that they no longer meet the required academic qualifications, and the member believes they qualify for hardship then they may request that the Council of Probity review their case with 5 business days of being so informed by the ASCWU Advisor. In this case all procedures to separate the member from their position shall be paused until the Council of Probity makes their decision. If the Council provides an affirmative recommendation that the member does qualify for hardship, then the member shall continue their position with no penalty or restriction. If the Council concludes that the member

does not qualify for hardship, then the separation process will resume the following business day.

B. Terms of Office

The term of office for all elected or appointed Officers of the EB will be the entire Academic term starting in the summer quarter after their Spring Quarter election, except in special electoral circumstances. In said case, the individual will end their term at the end of the Spring Quarter before their successor who was elected in a general election begins their term in Summer Quarter.

1. No person shall serve more than two terms as an Officer of the EB. Any partially completed term will count towards one full term.

C. Voting Rights

Each Officer of the EB meeting all other aspects of membership, shall be given one vote on the ASCWU-EB. No member of the EB may assign or strip any other member of their vote.

**ARTICLE IV: STRUCTURE OF THE
EXECUTIVE BOARD**

A. Conduct of Meetings

1. The Executive Board shall meet in a public centralized location on the CWU Ellensburg campus or any Center campuses at a time that is specified by the President, working in coordination with the Executive Board for the given academic year.
2. The Executive Board meetings will be chaired by the President, in their absence the Vice President will stand in their place.
3. The rescheduling of meetings will be in accordance with the Washington State Open Public Meetings Act.
4. Roll call attendance shall be conducted by the President at the beginning of every meeting with the assistance of the designated secretary.
 - a. No other sign-in or pre-requisite to attendance shall be had for Officers of the EB or audience members.

B. Roberts Rules

The Executive Board recognizes Roberts Rules as their official procedure in all public and private meetings.

C. Quorum

The Quorum will consist of a simple fifty-one percent majority of the Officers of the EB currently in office, including the President. If the quorum is not met, then the President will table all action until the next scheduled meeting.

D. Voting

1. Voting will be done in the most accessible way possible to the Executive Board. All votes will be public.
2. Any abstention votes will not count towards either an affirmative or negative vote but will still count as part of present members.
3. For a motion to pass there must be a majority of present members in the affirmative.
4. Voting cannot be done by proxy.
5. The chair shall only have a vote in the case of a tie and in such a case will only have one vote.

ARTICLE V: DUTIES OF THE ASCWU EXECUTIVE BOARD

A. Decide the position of the ASCWU-SG 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.

B. Create all the ASCWU-SG standing committees, agencies, task forces, and subsidiary judicial bodies on behalf of the ASCWU upon majority approval.

C. Confirm, reject, or remove nominations and appointments made by the ASCWU-EB for the ASCWU recognized agencies, committees, councils, subsidiary judicial bodies and task forces as set up by the Executive Board.

D. Approve or disapprove the hiring or termination of the ASCWU-SG employees as recommended by either the ASCWU President, the ASCWU Vice President or the ASCWU Advisor.

E. Set all policies and procedures for the Student Government, whether applied to itself as a whole or toward individual offices of the Executive Board. Such policy shall be printed in the ASCWU Policies Manual.

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 Executive Board 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.

G. Approve all expenditures of the ASCWU-SG budget, except office supplies expenditures under \$300.

H. Budget for, on an annual basis, the funds of the ASCWU-EB with the advice of the ASCWU Vice President and the ASCWU Advisor.

I. Provide the rest of the Executive Board with analysis of issues of concern regarding their respective constituencies.

ARTICLE VI: DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD

A. President

The ASCWU President coordinates with multiple entities on campus to upkeep similar goals and philosophy. The President's responsibilities and duties are to maintain communication and build relationships with the Vice President of Student Engagement & Success, the Chief Financial Officer, the University President, the Office of the Provost and the Council of Probity, and the ASCWU Student Government advisor. The ASCWU President acts as the liaison and meets with the Central Washington University President. They conduct meetings that are intuitive in creating positive changes at Central Washington University.

1. Create and implement the ASCWU-EB public meeting agenda
2. Create and implement the ASCWU-EB yearly initiatives and projects agenda with the advice and consent of the EB.
3. Serve as a voting member on the Executive Board in case of a tie
4. Choose the ASCWU voting members to the Washington Student Association
5. Hire and train the Coordinator of Public Relations/Program Coordinator
6. Attend Washington Student Association meetings once a quarter
7. Set a regular meeting place and time for each academic quarter of their term and special meetings
8. Work with the Vice President to oversee the ASCWU-EB budget
9. Maintain regular office hours during Fall, Winter, and Spring quarter
10. Act as voting member of President Budget Advisory Committee
11. Sit ex-officio or delegate a representative for all of the recognized committees, organizations, agencies, task forces, and boards
12. Maintain regular meetings with each EB Officer
13. Maintain regular meetings with the Director for SLICE
14. Maintain regular meetings with the Advisors
15. Give the State of the ASCWU Address to the university community during Spring quarter
16. Meet with the President of the University monthly
17. Act as the official spokesperson for the Student Government
18. Represent the ASCWU Student Government at the Ellensburg City Council, Chamber of Commerce, and Ellensburg Downtown Association
19. Meet with the Ellensburg mayor once a quarter
20. Fill all vacancies on the EB by nomination and affirmative majority vote by the members of the EB
21. Create offices, as they deem necessary to carry out their duties and responsibilities and shall nominate

22. Recruit students for elections in coordination with the elections commission
23. Attend Student events, programs, and meetings regularly
24. Maintain communication with the Vice-President for Student Engagement and Success
25. Maintain communication with University Relations
26. Maintain communication with the Student Trustee
27. Maintain communication with the Chief of Police
28. Maintain communication with the CWU Chief of Staff
29. Maintain communication with the Wildcat Pantry Coordinator

B. Vice President

The ASCWU Vice President is a voting member of the ASCWU-EB and serves as the back-up to the ASCWU President. In addition, the Vice President is tasked with sitting on the Services & Activities Committee, as well as recruiting students onto university committees and promoting the goals of the ASCWU Student Government.

1. Sit on the Services and Activities Fee Committee
2. Serve as vice chairman and lead ASCWU-EB public meetings in absence of the ASCWU President
3. Oversee the ASCWU-EB budget
4. Fulfill duties as assigned by ASCWU President
5. Assume the duties of the ASCWU President in their temporary absence as directed by the President
6. Succeed to the Presidency in case of permanent or prolonged vacancy in that office.
7. Plan annual inauguration banquet for new ASCWU Board members in Spring
8. Prepare a budget statement for the ASCWU President's State of the Associated Students of Central Washington University address
9. 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.
10. Perform outreach to recruit students onto university committees

11. Maintain communication with the Vice President for Business and Financial Affairs/CFO
12. Maintain communication with the Provost/Vice President for Academic and Student Life
13. Maintain communication with other relevant parties as needed
14. Post, advertise, interview, and hire the office front desk positions. Terminate front desk employees as needed
15. Serve as a voting member on the ASCWU-EB
16. Maintain communication with the ASCWU Advisors
17. Attend ASCWU-EB Public Meetings as scheduled
18. Aid student initiatives or projects as needed
19. Other duties as assigned by the ASCWU President
20. Meet with the ASCWU-EB members on an individual basis monthly
21. Perform a review of the S&A budget and provide a report on the health of S&A budget and overview of where student dollars are going to the ASCWU-EB and ASCWU by the end of the Spring quarter
22. Ensure ASCWU compliance with the Washington State Open Public Meetings Act

C. Senate Speaker

The ASCWU Senate Speaker serves as the chair and primary organizer of the Student Senate. The Senate Speaker is considered the liaison between the Student Senate and the ASCWU-EB. The Senate Speaker also serves as a voting member on the ASCWU-EB and brings issues, concerns, and legislation created by the Student Senate to the ASCWU-EB.

1. Chair, facilitate, and create agendas for official Senate meetings
2. Speak for the Senate in ASCWU-EB meetings or meetings with faculty and staff
3. Represent ASCWU and the Student Senate at Faculty Senate meetings
4. Host regular working hours in the ASCWU Student Government Office in SURC 236 or on-campus
5. Coordinate forums and other student outreach activities as needed

6. Maintain communication with the Provost/Vice President for Academic and Student Life
7. Maintain communication with the Faculty Senate Chair
8. Collaborate with the ASCWU Vice President to assign students to committees and establish voting responsibilities to Senators by the second meeting of the academic year
9. Work on initiatives put forward by the Student Senate, meeting with key officials to get initiatives passed and issues resolved
10. Put forward initiatives to the Student Senate for eligible endorsement or denial
11. Draft resolutions or letters of support on behalf of ASCWU and in conjunction with the Student Senate
12. Speak on behalf of the Student Senate at ASCWU-EB Public Meetings
13. Aid in organization of special elections with the Elections Commission
14. Establish and sit on Senate Sub-committees when necessary
15. Meet with Senators outside of Senate meetings on a regular basis

D. Director for Equity and Multicultural Affairs

1. Chair and organize the Equity and Service Council comprised of the Equity and Service Organizations.
2. Stay in communication with the Equity Clubs who are made up of those who follow the ESC missions' statement but are not recognized within the Council
3. Meet regularly with the Student Senator for the ESC and maintain communication.
4. Selection, training, and supervision of a Community Programmer and Executive Assistant
5. Maintain communication with the Vice President for Diversity and Inclusion
6. Maintain communication with the Director and the Assistant Director of the Diversity and Equity Center
7. Advocate for the Multicultural Center to be constructed

- a. This includes maintaining the Multicultural Center Binder with minutes, ideas, and other information on the foundation of this Center
 - b. Chair and organize the CCI Taskforce
 - i. Ensure work is spread equally among appropriate partners and ASCWU-EB
 - c. Meet with constituents and CWU Administration to maintain communication on CCI efforts
 - d. Host quarterly open forums to update students on the CCI
8. Plan and organize various programs and events that showcase the Equity and Service Organization's various identities
 9. Advocate for marginalized communities' needs and desires
 10. Serve on the Inclusivity and Diversity Committee as the student representative
 11. Maintain communication with the Equity and Service Council Representatives
 12. Manage, supervise, and provide oversight of the Equity and Service Council budget
 13. Maintain communication with the Equity and Service Council Presidents
 14. Maintain communication with the ASCWU Advisor
 15. Participate and actively engage in the ESC organizations meetings and events
 16. Organize and plan the yearly affinity/identity-based graduations
 17. File documents in an organized fashion that includes minutes, organization hours, organizations changes, and copies of constitutions
 18. Represent the ESC
 19. Serve as a voting member on the ASCWU-EB
 20. Help identity-based student groups gain membership to the ESC
 21. Assist ESC organizations stay full members of the ESC
 22. Aid past ESC organizations that may have fallen out of membership regain their membership to the ESC if that is desired by the organization themselves.

E. Director for Student Life and Facilities

1. Chair and organize the Housing and Dining Advisory Board
2. Chair and organize the Student Union Advisory Board
3. Chair and organize the Recreation Advisory Board
4. Chair and organize SURC Governance meetings
5. Attend SURC Partners meetings
6. Serve of the Wildcat Shop Advisory Board as a voting member
7. Serve on any capital planning and projects committee as the student representative, including the Enterprise Facilities committee
8. Serve on the Student Technology Fee Council as a voting member
9. Selection, training, supervision, and scheduling of CWU's Mascot, Wellington, and Wellingtons handler/administrative assistant
10. Plan and organize large-scale campus life events including but not limited to; Wellington's Wildfire, Traditions Keeper Trek, Wildcat Wednesday's
11. Maintain Communication with the Director of Recreation
12. Maintain Communication with the Director of the Student Union
13. Maintain Communication with the Executive Director of Housing and Residence Life
14. Maintain Communication with the Executive Director of Auxiliary Enterprises
15. Maintain Communication with the Director of Dining Services
16. Maintain Communication with the Director for Capital Planning and Projects
17. Maintain Communication with the Chief of Police
18. Maintain communication with the Director of Civil Rights Compliance and Title IX Officer
19. Manage and provide oversight of the Student Life & Facilities budget
20. Serve as a voting member on the ASCWU-EB
21. Maintain communication with the ASCWU Advisor

22. Maintain communication with the Associate Director of Athletics for external affairs for mascot presence at athletic events
23. Hear student concerns regarding student services on-campus and facilities.
24. Attend ASCWU Executive Board meetings as scheduled
25. Attend ASCWU Public Meetings as scheduled
26. Other duties as assigned
27. Serve on University committees relating to student life

F. Director for Governmental Affairs

1. Create and implement the ASCWU legislative agenda with the advice and consent of the ASCWU Political Action Committee and the ASCWU-EB
2. Create and implement the ASCWU interim legislative agenda
3. Serve as a voting member on the Executive Board, and attend all meetings, of the Washington Student Association
4. Choose the ASCWU voting members to the Washington Student Association
5. Hire and train the Associate Director of Legislative Affairs
6. Ensure compliance with the Washington Public Disclosure Commission for ASCWU and the Associate Director of Legislative Affairs
7. Assist the Vice President in ensuring ASCWU compliance with the Washington State Open Public Meetings Act
8. Travel to and from Olympia during the legislative session as needed
9. Oversee the ASCWU Political Action Committee
10. Oversee the ASCWU Legislative Affairs budget and the Washington Student Lobby Budget
11. Attend meetings of the Washington Student Achievement Council
12. Submit three names to the Washington State Governor's office for nomination of the CWU Student member on the Board of Trustees with the approval of the ASCWU-EB
13. Register students to vote and turn out the student vote
14. Host events related to civic engagement, voter registration, and voter turnout
15. Host a 'student engagement' center in compliance with state law
16. Manage and hire all ASCWU Governmental Affairs staff
17. Maintain good relationships with higher education stakeholders, voter registration stakeholders, local elected officials, and the Washington State Legislature

ARTICLE VII: ADMINISTRATION OF THE ASCWU
EXECUTIVE OFFICE

A. *Office Functions*

B. *Administrative Staff*

ARTICLE VIII: ASCWU-SG BRANCHES

A. *ASCWU Student Senate*

The Executive Board of the ASCWU recognizes the ASCWU Student Senate as an official branch of the ASCWU Student Government under the ASCWU Senate Speaker. The ASCWU Student Senate shall abide by the ASCWU Constitution, the ASCWU-SG Bylaws, and the ASCWU Student Senate Bylaws.

B. *Equity and Service Council*

The Executive Board of the ASCWU recognizes the Equity and Service Council as an official branch of the ASCWU Student Government under the ASCWU Director of Equity and Multicultural Affairs. The Equity and Service Council shall abide by the ASCWU Constitution, the ASCWU-SG Bylaws, and any rules, procedures, or bylaws set by the Equity and Service Council.

C. *Referential Input*

1. The ESC, the Student Senate, the Residence Hall Association, Washington Student Association, and all ASCWU recognized committees may, with a two-thirds affirmative vote, pass statements of declaration and/or motions of intent to the ASCWU Executive Board.
2. Such action requires the EB to consider the motion within two weeks of passage.

ARTICLE IX: SUBSIDIARY BODIES

A. *Committees*

The ASCWU has the authority to form committees pertaining to student matters at will. These committees shall be formed in consultation with the ASCWU Vice President.

B. *Council of Probity*

1. Membership

- a. The Council of Probity shall consist of five members nominated by the ASCWU President with the approval of the Executive Board
- b. No member of a ASCWU committee, the Student Senate, the ESC, nor any employee of the ASCWU shall be eligible for appointment to the Council of Probity
- c. Have completed thirty credit hours or more at CWU

2. Appointment

- a. Shall be nominated by the President to serve during the term of the next Executive Board
 - i. If the Council for the respective EB term is not filled by the time the incoming President takes office, the new President may appoint members to the Council serving during their term, but these appointments must be confirmed with a two-thirds vote of the Executive Board

3. Removal

Council members will immediately be removed by the power of these By-Laws for the following reasons. In such a case the Council of Probity Advisor, ASCWU Advisor, and ASCWU President will work to update all documentation to reflect the removal and shall inform all respective parties and the EB of the removal.

- a. Violate the student conduct code
- b. Cumulative GPA falls below 2.0
- c. Violate any governing documents of any ASCWU organization including but not limited to the ASCWU Constitution, ASCWU Bylaws, ESC Bylaws, or Student Senate Bylaws
- d. The ASCWU-EB voted unanimously to remove a member

4. Jurisdiction
 - a. All disputes arising with any ASCWU governing document.
 - b. All disputes arising with any ASCWU elected official regarding student employment policies.
 - c. The Election Commission
 - d. May issue advisory opinions to the Student Government as requested
 - e. All disputes arising in the ASCWU recognized bodies and organizations.
 - f. Jurisdiction shall be determined by a majority vote of the council upon receipt of a complaint or appeal
 - g. Must determine jurisdiction and issue an opinion in the respective academic quarter
 - i. If jurisdiction is not found, then the council must issue an opinion as to why
5. How to Bring a Dispute Before the Council
 - a. 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
 - b. The letter shall be either delivered in person or via email to the chairperson.
 - c. The chairperson must call the council to meet to decide jurisdiction
 - d. If jurisdiction is confirmed then a notification of the date, time, and place of the hearing must be given to all affected parties
 - e. 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 an 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.

6. 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.

C. Election Commission

1. Membership

- a. The Election Commission shall consist of five members nominated by the ASCWU Advisor with the approval of the Executive Board.
- b. A member’s term shall conclude at the end of the academic year upon which they are appointed.
- c. The ASCWU Advisor shall sit ex-officio on the Election Commission. They shall have no vote and will serve in an advisory role.
- d. Members will be appointed by the end of fall quarter each year.
- e. No member of Student Government or its hired office staff or election candidate shall be eligible for the appointment of the Election Commission.
 - i. With the exception under section two of this Article.

2. Commissioner

- a. The ASCWU President shall hire the Elections Commissioner from the confirmed members of the Election Commission members with the approval of the Executive Board.
- b. They shall be supplied with a monthly stipend of no less than \$200 per month as compensation for their position during the months of January, February, March, April and May.
 - i. They alone may be classified as an ASCWU employee in order to receive this stipend.
 - ii. They may not receive any other compensation for any role from ASCWU.
- c. Termination of the Commissioner or withholding of the stipend shall only be done on affirmative recommendation from the Council of Probity and ASCWU Student Senate.

3. Authority
 - a. The Election Commission shall have the authority to establish election codes with ASCWU Executive Board approval.
 - b. The Commission must submit all changes of literal content and changes shall be placed in the ASCWU Policy Manual.
 - c. The Election Commission is here after authorized to execute the elections schedule and to enforce the provisions of the election code.
4. The Executive Board must supply the Election Commission with a budget that can support the advertising, administrative, and supply costs for an election from the Executive Board budget. This budget is to be established before the end of the Fall quarter.

D. ASCWU Chapter of the Washington Student Association

While the ASCWU Chapter of WSA is not a branch of student government, it is a recognized association of the ASCWU-SG.

1. The Central Washington University of the Washington Student Association (CWU-WSA) shall be housed within the Office of Governmental Affairs and will be overseen by the Director of Governmental Affairs.

ARTICLE X: CONDUCT OF ELECTIONS

A. Election Code

1. An election schedule must be complied with.
 - a. All Student Government members shall be elected in a regular election.
 - b. There shall be a primary and general election if needed. The primary and general elections shall be held no later than mid-spring quarter.
 - c. The Election Commission shall determine the final dates of all elections.
2. The Election Commission shall provide a means for voting that is available to all CWU Students, regardless of their physical location including but not limiting to: CWU center campuses, international or abroad students, and asynchronous students, with Executive Board approval.

3. All candidates for an elected office within the ASCWU agree to be bound by the By-Laws, ASCWU Constitution, and the Code of Elections in the ASCWU Policy Manual.
4. Write-in candidates shall be allowed with the following criteria: Register no later than 4:00 PM seven business days prior to either an ASCWU regular or special election voting period.
5. It shall be the Election Commissions responsibility to establish and enforce election codes. Such codes shall contain:
 - a. Rules and regulations concerning campaign violations.
 - b. A list of polling places
 - c. A breakdown of fine structure.
 - d. A set role of procedure to try and hear all evidence in disputes concerning elections.
 - e. A procedure for the counting of ballots.
6. It shall be the responsibility of the ASCWU Advisor to keep regular files of all past elections.
7. The election code, procedures, timeline and official packet must be approved by the Executive Board.

B. Primary Elections

1. 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 per position. In the case of a tie, all those tied for the top two 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 be proceed to the General Election.
2. The names of all regular candidates shall appear on primary ballots.
3. If there are only two candidates for a position, the need for a primary election shall not exist for that position. The names of the candidates will appear on the ballot for information purposes only.

C. General Elections

1. The candidate for the respective position that poll a plurality of the votes casted for the respective position shall be declared the winner of said position.
2. In the case of a tie in the general election, a run-off election shall be held seven days after the general election concludes for the tied position in order to resolve the tie. The candidate who holds a plurality of votes in the run-off election alone shall be declared the winner of said position.

**ARTICLE XI: DUTIES OF THE ASCWU ADVISOR IN
THEIR ADVISOR ROLE TO THE ASCWU-SG**

A. Role and Duties

1. Function as the primary administrative advisor to the Student Government of the ASCWU.
2. Serve as a resource to the ASCWU-SG and provide advisement to the SG, all SG agencies, commissions, councils, and committees as needed.
3. Provide job training for any secretarial support.
4. Carry out the signatory authorization for the ASCWU business transactions as approved by the SG.
5. It shall be the responsibility of the ASCWU Advisor to keep regular files of all past ASCWU elections and the ASCWU Policy Manual.
1. Advise and assist ASCWU-EB in development of policies and procedures which affect their areas
2. Assist in the day-to-day administrative responsibilities of ASCWU with the support of the SLICE Secretary Supervisor
 - a. Oversee the ASCWU administrative office space, daily management, functionality, and professionalism;
 - b. Authority and responsibility for ASCWU administrative office space utilization, setup, access, security, and support;
 - c. Supervise professional staff, providing daily administrative support to the ASCWU office and Executive Board;
 - d. Serve as primary hiring authority for ASCWU student employees;

- e. Oversight and supervision of student employees, including training, maintaining university employment eligibility, adherence to university policies, and personnel matters with CWU Human Resources;
- 3. Provide job training for any secretarial support.
- 4. Carry out the signatory authorization for the ASCWU business transactions as approved by the ASCWU- EB.
- 5. It shall be the responsibility of the ASCWU Advisor to keep regular files of all past ASCWU elections and the ASCWU Policy Manual.
- 6. Develop holistic training plans for ASCWU Student Government Executive Board with the ASCWU President

ARTICLE XII: STUDENT GOVERNMENT
REMUNERATION

A. Executive Board Guidelines

Remuneration shall be set by the outgoing Executive Board during the spring quarter.

- 1. The EB shall not raise their current pay scale during their term.
- 2. The EB has the authority to raise the pay scale for any SG position for future Student Government's
- 3. The EB has the authority to raise wages of non-elected employees of SG during the current term.
- 4. The Executive Board hourly pay rate shall stay eighteen percent above Washington State minimum wage throughout each term. (This procedure shall take effect June 16, 2023).
 - a. If the EB wishes they could decline the increase if there were concerns about budget limitations. This would be done through a unanimous vote of the EB.
- 5. The pay scale set by the EB can be an average of instate, public, four-year institutions for equivalent jobs, titles, and duties.
- 6. The EB has the authority to lower the pay scale for all or individual officers during their term.

ARTICLE XIII: ASCWU-SG REPORTAGE

A. The ASCWU Student Government will not report to any other body except the CWU Student population at large. Upon request the Executive Board will provide a report to the CWU Board of Trustees and other University governance structures in the spirit of shared governance.

B. The ASCWU Student Government may provide recommendations to university governance structures through the EB, Student Senate, or the ESC.

ARTICLE XIV: ASCWU-SG RECORDS

A. Meeting Minutes

1. The Executive Board shall keep accurate minutes of all public meetings of the EB.
2. The minutes of previous meetings shall be available on the ASCWU website and in the ASCWU office upon their final approval of the EB.

B. Policy Manual

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

1. Motion Listing containing all motions and policies passed by the ASCWU Student Government.
2. 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.
3. Currently enacted ASCWU Constitution and By-Laws.
4. Currently enacted ESC Constitution, By-Laws, and Policies.
5. Currently enacted Constitutions, By-Laws, and Policies for all ASCWU recognized committees.
6. Currently enacted Student Senate By-Laws and Policies.
7. Currently enacted ASCWU Election Code.
8. Currently enacted ASCWU Council of Probity Rules and Procedures.
9. Policy Reference sections that contain supplemental information.

ARTICLE XV: AMENDMENTS & BY-LAWS

A. The ASCWU Executive Board retains the authority to make, alter, and amend their documents.

B. *By-Laws*

1. The Executive Board is to review these by-laws annually.
2. The Executive Board has the authority to edit these by-laws alone.
3. To be approved by all active bodies of the ASCWU.