The Associated Students of Western Washington University (ASWWU) Government Bylaws

Article I. Name & Objectives

Section A - Name

This organization shall be known as the Associated Students of Western Washington University Government (ASWWU Government). This document shall be officially known as the bylaws of the ASWWU Government.

Section B. - Objectives

The rights and responsibilities for shared governance of the ASWWU are vested in these two bodies.

1. Represent student interests and opinions to the University Administration, Board of Trustees, and appropriate external government agencies.
2. Support student success in their academic endeavors.
3. Foster students' rights and responsibilities.
4. Inform students on the proceedings of the ASWWU Government and of the University.
5. Promote the general welfare of all students.

Article II. ASWWU Governance Structure

Section A – Governing Bodies

The ASWWU Government shall be the governing body of the ASWWU. It shall consist of the Associated Students of Western Washington University Executive Board (ASWWU Executive Board) and the Associated Students of Western Washington University Senate (ASWWU Senate).

Article III. Eligibility

Section A – Employment Eligibility

All ASWWU Student Employees are subject to all current WWU Student Employment Policies and any relevant current Collective Bargaining Agreements.

Section B – Terms of Office

1. All elected ASWWU member terms expire annually on the Friday of finals week in Spring Term.
2. ASWWU members elected in Spring Term General Elections start their term officially on the Saturday after finals week of the same spring term.
   i. Start date of paid positions will vary based on approved annual budget and may not align with official start of elected terms.
3. Members elected by special election or selected to fill a vacancy by appointment start their term as specifically outlined by the relevant special election or vacancy appointment procedure.

Section C – Elected Position Eligibility

ASWWU officials will be elected by eligible voting members of the ASWWU annually in the scheduled Spring ASWWU General Election or by Special Election.

1. College-Specific ASWWU Senator Candidates shall have a declared major or pre-major in the college they are running to represent in the current University official system of record at the time of filing and for duration of term.
2. All ASWWU Members are eligible to vote for any positions designated At-Large on either ASWWU Governing Body.
3. All ASWWU Officials will be elected in accordance with the Elections Code.

Article IV. Meetings

Section A – Quorum

Quorum for each body is a simple majority of the seated voting membership. If quorum is not present, a meeting may not be called to order.

1. Members must attend all meetings, with exception of illness and excused absences.
2. 24 hours' notice to the chair is required for an excused absence.

Section B – Meetings

The Executive Board and Student Senate shall convene regular meetings at least bi-weekly (every other week), taking into consideration all members' schedules to ensure quorum.

1. All meetings shall adhere to the Open Public Meeting Act of Washington State, Codified in RCW 42.30.

2. Special Meetings
    a. The Presidents of either body shall reserve the right to call to order an Ad-Hoc joint meeting of the bodies to address one pressing issue that requires immediate attention and action.
    b. Special Meetings may be convened at the written request of a two-thirds majority of seated voting membership.
    c. A special meeting may be called to order with no less than 24 hours' notice with a meeting agenda included.
    d. During emergency meetings each body must have a quorum.
    e. In the event of voting on an action item during an Emergency Meeting, a vote on the item will be held in the Executive Board and Senate separately.

Section C – Parliamentary Order

The current edition of Robert's Rules of Order Newly Revised shall govern all proceedings, except when inconsistent with these bylaws or convention rules properly adopted.

Section D – Voting

For a motion to pass, it must obtain a majority of votes cast, unless otherwise specified in the bylaws. An abstention will not count as a vote cast in favor or against. Only members present for the meeting are eligible to vote.

Article V. AS Executive Board

Section A – Sole Duties

1. The Executive Board is responsible for:
    a. Independent management of their approved annual budget.
    b. Appointing membership to committees consistent with the committee's approved charter.
    c. Maintaining updated charters for relevant committees under the purview of the ASWWU Executive Board.
2. The Executive Board shall not be limited in the scope of issues it may take action on.
    a. Recognizing that academic issues remain the ASWWU Senate's primary responsibility.
3. The Executive Board has the authority to draft, approve, and release resolutions on any issues brought before it.

4. The Executive Board shall approve any changes to the governing documents of the ASWWU Government.

Section B – Line of Succession

1. Line of succession is as follows:
    a. ASWWU President, Chair of the Executive Board
    b. ASWWU Vice President for University Operations, Vice-Chair of the Executive Board
    c. If both the AS President and AS Vice President for University Operations are vacant, the remaining members shall elect an interim Chair of the Executive Board. Their focus shall be on following the vacancy procedure to fill the vacancies.

Section C – Member Responsibilities

Each member of ASWWU Executive Board shall have common and individual responsibilities enumerated in this document.

All Members shall:

1. Serve as an active participant in all meetings; come prepared having read appropriate minutes and documents.
2. Establish and maintain a schedule of availability for constituents that is publicly available.
3. Provide written reports on information relevant to their position on a schedule determined by the AS President.
4. Be accessible by direct and appropriate communication to constituents, University staff, and fellow student representatives.
5. Coordinate with fellow Executive Board members when unable to attend assigned committees.
6. Meet regularly to discuss student concerns with relevant University Leadership.

AS President shall:

1. Chair, facilitate, and create agendas for the AS Executive Board meetings.
2. Meet regularly to discuss student concerns with the University President.
3. Manage routine operations and expectations of the AS Executive Board.
4. Foster the overall success of the AS Executive Board and every ASWWU VP by:
    a. Meeting regularly with each ASWWU Vice President and the AS Senate President.
    b. Delegating work necessary to achieve the goals of the AS Executive Board.
    c. Support ongoing development and implementation of projects undertaken by ASWWU VPs.

The Vice-Chair shall:

1. Perform the duties of the AS President in the absence of the AS President.
2. Work to ensure the stewardship of student fee dollars related to ASWWU.
3. Assist the AS President with committee appointments, and committee scheduling as assigned.
4. Attend any meetings members of the executive board are otherwise not able to attend if members of the executive board have expressed in written notice to the Vice-Chair 24-48 hours prior to absence.
5. Serve as the interim AS President following the removal or resignation of the AS President.

Article IV. AS Senate

Section A – Sole Duties

1. The Student Senate is a legislative body that primarily represents the academic interests of Students.
2. The Student Senate has the authority to draft, approve, and release resolutions on any issues brought before it.
3. The Student Senate shall approve any changes to the governing documents of the ASWWU Government.
4. Appointing membership to committees consistent with the committee's approved charter.
5. Maintaining updated charters for relevant committees under the purview of the Student Senate.

Section B – Member Responsibilities

The duties and responsibilities of a Student Senator will be to:

1. Attend all meetings of the Student Senate.
2. Serve on Committees as assigned by the Senate President and Vice-Chair. Serve as an active participant in all Student Senate meetings; come prepared having read appropriate minutes and documents as well as bringing finished Committee Reports from any assigned meetings since the last Student Senate meeting.
3. Inform the Student Senate on campus and committee activities and other relevant information.
4. Submit necessary documents for presentation to the Student Senate, to the Senate President within the assigned deadline for Student Senate meetings
5. Help coordinate events as designated by the Senate President, or the Vice-Chair.

6. Bring forward issues to the Student Senate that are of concern to the Senator's College, or the greater WWU community.
7. Be accessible by direct and appropriate communication to meet with constituents as needed.

Section C – Committees

Student Senators are responsible for attending all assigned committee meetings and developing a report and presenting it to the Student Senate on any items of interest and relevance that were presented.

1. Senators may serve on additional committees but may not do so in their official capacity as an AS Student Senator, only as a private student.
2. The appointment of a senator to a committee shall be confirmed by a vote of the Student Senate.
   a. Prior to committee confirmation, the Senate President and Vice Chair will announce committee vacancies, and reference committee duties, expected meeting times, and workload expectations.
   b. Senators wishing to serve on the committee must express interest to the Senate President prior to the agenda submission deadline for the next Senate Meeting.
3. Senators must give at least 24 hours' notice of a committee absence to the committee chair and Senate President.
4. If a Senator is unable to attend the scheduled meeting times of a committee for the duration of a quarter, the Senate President may coordinate the re-appointment of the seat.

Section D – Senate President

The duties of the Senate President will be to:

1. Chair, facilitate, and create agendas for the Student Senate.
2. Manage routine operations and expectations of the Student Senate.
3. Work with the Student Senate Vice-Chair to ensure committee representation.
4. Meet regularly with Academic Affairs leadership to discuss student concerns.
5. Serve as a member of:
   i. The Academic Coordinating Commission
   ii. Faculty Senate
6. Work with the ASWWU President and Advisor to ensure stewardship of ASWWU government funds allocated from the Services and Activities Fee.
7. Foster the overall success of the Student Senate and Senators by:

a. Meeting regularly with Student Senators and the AS President.
b. Delegating work necessary to achieve the goals of the Student Senate.
c. Supporting ongoing development and implementation of projects undertaken by Senators.

Section E – Senate Vice Chair

The duties of the Vice-Chair will be to:

1. Perform the duties of the Senate President in the absence of the Senate President.
2. Co-Chair, facilitate, and create agendas for the Student Technology Fee Committee.
3. Work to ensure the stewardship of student fee dollars related to Academic Affairs.
4. Assist the Senate President with committee appointments, and committee scheduling as assigned.
5. Attend any meetings Student Senators are otherwise not able to attend if Student Senators have expressed in written notice to the Vice-Chair 24-48 hours prior to absence.
6. Serve as the interim Senate President following the removal or resignation of the Senate President.

Vice Chair appointment process: (This process will be null and void following Summer 2027 as per the updated ASWWU Government Constitution, passed in the Spring 2026 General Election.)
The Vice-Chair will be nominated by any sitting Student Senator and will be seconded by any additional Student Senator. Any Student Senator may retain the choice to nominate themselves as Vice-Chair, should no other sitting Student Senator. The Vice-Chair will then be elected by a majority vote of the Student Senate. In the case of more than two candidates, the Vice-Chair will be elected by an instant runoff vote.

1. Elections will be a two-meeting process. Nominations will be held at the first meeting and remain open until the next meeting. Student Senators will have the opportunity at the second meeting to speak to their abilities as the potential Vice-Chair. Voting will be held at the second meeting.
2. Each Senator has the ability to make one nomination.
3. Elections will be held any time there is a vacancy in the position of Vice-Chair. The two-meeting process will begin at the next regularly scheduled meeting of the Student Senate.
4. Student Senators may decline the nomination for the Vice-Chair at their discretion.

Article V. Vacancies

Section A – Vacancy

In the event of a vacancy in the membership of the AS Executive Board or the AS Senate, such vacancy may be filled by a promotion, appointment, or through a special election, as provided herein.

1. Spring Quarter Vacancies
    a. If a vacancy occurs during Spring Quarter, the body in which the vacancy exists may, by a 2/3rds vote, elect to temporarily delegate the duties and responsibilities of the vacant position among its existing members in lieu of filling the position.
2. Presidential Vacancy and Promotion
    a. In the event of a vacancy in the office of President that is expected to persist for two (2) or more academic quarters, the body in which the vacancy exists may, by a 2/3rds vote, promote the Vice Chair to the office of President.
    b. Promotions shall not be invoked in any circumstance other than a vacancy in the office of President.
3. Vacancy fill by Special Election
    a. Vacancies may be filled by Special Election in accordance with procedures set forth in the Elections Code.
    b. No Special Election shall be conducted during the spring quarter.
4. Vacancy fill by appointment
    a. A vacancy may be filled by appointment pursuant to a process established by the body where the vacancy exists.
    b. Appointments shall be made through an application that is widely advertised and reasonably accessible.
    c. The body the vacancy originates in may establish a temporary Vacancy Appointment Committee which;
        i. Shall develop application standards and questions; and
        ii. Shall review and evaluate applications at its discretion and submit no fewer than two (2) finalists to the full body.
    d. The finalists shall be presented to the full body first as a discussion item, and subsequently as an action item at the next regular meeting.
    e. At the meeting at which action is taken;
        i. Each finalist shall appear before the full body;
        ii. Members of the body shall have the opportunity to ask the presented finalists questions; and

iii. Such questioning shall be limited to the content of the finalists submitted application materials.

f. The body may deliberate regarding the finalists in executive session.

g. The appointment of an individual to fill the vacancy shall be determined by a public vote of the body, requiring a 2/3rds majority for approval.

5. Nothing in this article should be construed to empower the Executive Board to act on a vacancy of the Senate and vice versa.

Article VI. Removal

Any Member of the ASWWU Government may be removed from their office by the following procedure or by administrative removal

1. Removal by a vote of ASWWU Government:
   a. The act of removing a member of ASWWU government from their office must be a two-meeting process, where both bodies are presented with relevant information from both parties.
   b. To start a request for removal, a member of either body must submit an information item with relevant evidence to the Chairs of both bodies before a weekly meeting agenda has been published.
      i. Neither chair can decline this request and shall allow ample time for the information Item.
   c. The Member subject to the removal request shall be notified alongside the publishing of the meeting agendas.
   d. During the first meeting of each body after the removal procedure has been initiated, both parties must be allowed ample opportunity to present the case for or against removal.
   e. During the following meeting of each body, the removal request must be presented as an action item.
      i. There must be an opportunity for members of both bodies to have ample time to discuss the action item

      ii. Following discussion, the respective bodies will then vote on the removal of the member of the ASWWU government, which shall require 2/3 vote of both bodies.

   f. At any time, the individual who is requesting removal of another member of the body shall be allowed to withdraw this request.

2. Administrative Removal: ASWWU Governance Advising staff is authorized and expected to remove a seated member of either body for the following administrative reasons:

a. ASWWU Government Member is no longer eligible to be a student employee.

b. ASWWU College Specific Senator is no longer on record with a major in the college they were elected to represent.

Article VII. Communication and Interaction Between Bodies

Regular communication and interaction shall be maintained between the AS Executive Board and the AS Senate to ensure alignment of priorities, transparency, and effective governance.

1. Quarterly Joint Meetings:
    a. The two bodies shall hold no fewer than one quarterly joint meeting (excluding summer). Agendas may include but are not limited to the following:
        i. Workgroup presentations.
        ii. Setting quarterly goals/objectives.
        iii. Facilitating public comment and student addresses.
        iv. Presentations of relevance to both bodies.
    b. During Quarterly Joint Meetings, each body must have a quorum. In the event of voting on an action item during a Quarterly Joint Meeting, a separate vote on the item will be held in the Executive Board and Senate.

2. Work groups

    Workgroups shall be established by a request of the Executive Board and the Senate. Each request for a workgroup will outline its topic, justification, and goals as well as address and agree to the following.

    a. Membership

        i. Both bodies shall reserve the right to appoint a co-chair to any workgroup, if they deem it relevant to the work of their respective body.
        ii. Workgroups may bring in individuals and organizations from outside of ASWWU Student Government.

    b. Methods to efficiently accomplish workgroup assignments

        i. Workgroups shall set a schedule of meetings necessary to accomplish the goals established in their workgroup request.

        ii. Workgroups must present their progress towards reaching their goals at each quarterly joint meeting.

iii. Members of each workgroup must maintain active email & team presence and communications.

3. Reports

a. The Presidents shall provide monthly reports to the other body.
   i. Reports shall be written and the Presidents shall be in attendance to present the report and to answer questions.

Article IX. Books and Records

1. Records

The Executive Board and Student Senate will keep accurate records and minutes of its proceedings and will keep a public record of its seated membership.

a. These minutes are to be made readily available to the public as soon as possible, following approval at the next meeting.
b. An updated roster of committee and workgroup membership from either body shall be maintained and made public.

2. Executive Board and Senate Year-End Reports

The Executive Board and Senate will organize a summary of each completed and ongoing project of their respective bodies.

a. These include larger completed or ongoing projects of individual members, committees, or workgroups of the body.

b. End of Year Reports will be presented to the respective bodies at the end of the academic year and made public.

3. Transition Documents

Members will maintain a Transition Document throughout the year detailing ongoing and completed projects for the year as they occur.

a. These include more detailed descriptions of ongoing or completed projects of each position, including important collaborators for the projects.
b. Transition documents will be presented to the respective bodies at the end of the school year and made public.

Article X. Amendments

1. Revision of Bylaws
    a. Any revision to the Bylaws shall require 2/3 vote of both bodies.