



ASWWU Legislative Affairs Council Bylaws

Contents

Article I: Mission and Purpose..... 2

Section 1.1 Mission:.....2

Section 1.2 Purpose:..... 2

1.200 2

1.201 2

1.202 2

1.203 2

1.204 2

1.205 2

1.206 2

1.207 2

Article II: Membership and Members Responsibilities..... 2

Section 2.1 Members:..... 2

2.100 2

2.101 3

Section 2.2 Term of Office:..... 3

Section 2.3 Member Responsibilities:..... 3

2.300 Chair..... 3

2.301 Vice-Chair..... 3

2.302 AS Legislative Liaison..... 43

2.303 AS Local Liaison..... 4

2.304 Student-at- large..... 4

2.305 Western Votes Representative..... 4

2.306 Secretary..... 4

Section 2.4 Voting Rights:..... 4

Section 2.5 Removal, Suspension and Reinstatement:..... 54

2.500 Removal..... 5

2.501 Suspension..... 5

2.502 Reinstatement..... 5

Article III: Responsibilities..... 5

Section 3.1 Fiduciary Duty:..... 5

Style Definition: Title: Font: Times New Roman, Underline
Formatted: Title, Left



3.100..... 5
 Section 3.2 Policy Recommendations:..... 6
 3.200 6
 Article IV: Review and Amendments..... 6

Article I: Mission and Purpose

Section 1.1 Mission:

The Legislative Affairs Council works to increase on and off campus student representation and civic engagement by formulating positions of the Associated Students as related to local, state, and federal legislative issues.

Section 1.2 Purpose:

Legislative Affairs Council serves to empower student representation by:

- 1.200 Encouraging civic engagement and student participation in the political process.
- 1.201 Creating, reviewing, and proposing the Local, State and federal Legislative Agendas to the Associated Students of Western Washington University (ASWWU) Board of Directors.
- 1.202 Submitting recommendations to the Washington Student Association (WSA) regarding the statewide Legislative Agenda.
- 1.203 Establishing contact with elected officials to ensure that student perspectives are being considered at all levels of government.
- 1.204 Formulating policy positions for all matters concerning students in higher education.
- 1.205 Reviewing funding request proposals, making financial decisions and monitoring the expenditures of student funds donated through the Legislative Action Fund.
- 1.206 Manage the operations of the Legislative Action Fund and appropriate funding to more directly represent WWU students in legislative matters.
- 1.207 Approving a budget for the Legislative Action Fund based on projected revenue with estimated expenses in areas designed to more directly represent Western Students at the local, state and federal level.

Article II: Membership and Members Responsibilities

Section 2.1 Members:

2.100 The Legislative Affairs Council will consist of:

- 1A) AS Vice President for Governmental Affairs (Chair)
- CL AS Legislative Liaison (non-voting)
- (C) 6 - 8 Students at-Large, appointed by the AS Board of Directors

Formatted: Title, Left

H Formatted: Heading 1

* Formatted: Heading 2

* Formatted: Heading 2

Formatted: Normal, No bullets or numbering

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Heading 1

Formatted: Heading 2

Formatted: Heading 3 Char, Font: Helvetica

* Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" a
 Indent at: 0.5"



- ff l _____ 1_ - Western Votes! Representative
- 4E _____ AS Local Liaison (as needed, non-voting)
- ff _____ Secretary (non-voting)
- im _____ Advisor (non-voting)

2.101 O f t h e s t u d e n t s t h a v e s t h a v e n g r i g h t s t h e r e w i l b e a t l e a s t o n e G r a d u a t e S t u d e n t M e m b e r .

Formatted: Heading 3 Char

Formatted: Default Paragraph Font, Font:

Formatted: Heading 3 Char

Section 2.2 T e r m o f O f f i c e :

Formatted: Heading 2

Following approval by the ASWWU Board of Directors, members will serve a term of office until the end of finals week Spring Quarter. Members may be reappointed during Spring Quarter for the following year, but such appointments will not be more than one-fourth of the current membership.

Section 2.3 M e m b e r R e s p o n s i b i l i t i e s ^

Formatted: Heading 2

2.300 C h a i r .

Formatted: Heading 3

1A) _____ J'he AS Vice President for Governmental^ Affairs is charged with chairing all Legislative ^\ Affairs Council meetings.

Formatted: Heading 3 Char

Formatted: Heading 3 Char, Font: Not Bold, No underline

• B _____ Must make initial recommendations to the Council regarding the legislative agenda.

Formatted: Font: Times New Roman

• C _____ Must provide the Council with accurate legislative information to _____ make informed decisions about the legislative agenda.

Formatted: Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left n - Aligned at: 0.31" + Indent at: 0.56"

• D _____ Must keep Council members up to date about ongoing legislative activities.

• E _____ Act as Budget Authority for the Legislative Action Fund.

• F _____ Present a Legislative Action Fund budget proposal to the Council

2.301 V i c e - C h a i r

Formatted: Heading 3

1) _____ The Vice-Chair will be elected by a majority vote_j_of the LAC. In _____ the case qf inore than two candidates, the Vice-Chair will be elected by an instant runoff vote.

Formatted: Heading 3 Char

Formatted: Font: Times New Roman

ol _____ Elections for the Vice-Chair will begin the third meeting of Fall Quarter.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.31" + Indent at: 0.56"

e2 _____ Elections will be a two-week process. Nominations will be held the first week, and remain open until the next meeting. Voting will be held the second week.

e3 _____ Each member may make one nomination.

Formatted: Indent: Left: 0.5", Numbered + Level: 7 + Numbering Style: 1, 2, 3,... + Start at: 1 + Alignment: Left 4 - Aligned at: 3.5" 4- Indent at: 3.75"

o4 _____ Elections will be held any time there is a vacancy in the position of Vice-Chair.

• B _____ The two-week process will begin at the next regularly scheduled _____ meeting of the Legislative» Affairs Council.

Formatted: Indent: Left: 0.25", Numbered 4- Level: 1 4- Numbering Style: A, B, C,... 4- Start at: 1 4- Alignment: Left n - Aligned at: 0.31" 4- Indent at: 0.56"

• C _____ The Vice-Chair may not serve concurrently as member of the AS _____ Board of Directors.

• D _____ The duties of the Vice-Chair will be to:

e1 _____ Perform the duties of the Chair in the absence of the Chair. While serving as the Vice-Chair will not have voting privileges. If neither the Chair nor Vice-Chair is meeting will be adjourned.

Chair, the
present, the

Formatted: Indent: Left: 0.5", Numbered 4- Level: 7 4- Numbering Style: 1, 2, 3,... 4- Start at: 1 4- Alignment: Left 4 - Aligned at: 3.5" 4- Indent at: 3.75", Tab stops: 3.5", Left

e2 _____ Coordinate forums and other student outreach activities as needed.



2.302 AS Legislative Liaison

- *{A} Act in an advisory role, reporting legislative facts and issues.
- *{B} Must provide legislative updates when necessary.
- *{C} Must keep Council members up to date about ongoing legislative activities.
- *{DI} Discuss legislative items and strategic planning with the Council
- *{CEI} Serve as a non-voting member

Formatted: Heading 3 Char
Formatted: Heading 3
Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

2.303 AS Local Liaison

- *{A} Attend Council meetings as needed
- *{B} Report local legislative facts and issues
- *{C} Provide local legislative updates when necessary
- *{DI} Keep Council members up to date about ongoing local issues and activities
- *{EJ} Serve as a non-voting member

Formatted: Heading 3 Char
Formatted: Heading 3
Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

2.304 Student-at- [arge

- *{A} Consistently attend LAC meetings.
- *{B} Provide feedback and input regarding legislative issues.
- *{C} Represent the student perspective and their respective backgrounds.
- *{DI} Complete all outside committee work listed on agenda and attend meetings having prepared for discussion on agenda topics

Formatted: Heading 3 Char
Formatted: Heading 3
Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

2.305 Western Votes Representative

- *{AJ} Act as a liaison between ASWWU Western Votes and the Legislative Affairs Council.
- *{B} Update LAC on Western Votes activities.
- *{C} Bring feedback to LAC from Western Votes.

Formatted: Heading 3
Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

2.306 Secretary

- *{AJ} The Board Assistant for Representation shall serve as the Secretary to LAC
- *{B} The duties and responsibilities include:
 - o1. Take and publish the minutes of LAC
 - e2. Manage and organize LAC folders and binders
 - e3. Correspond with LAC members
 - o4. Perform other appropriate duties as designated by the Chair
- *{C} The Secretary of LAC is a non-voting member

Formatted: Heading 3
Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Indent: Left: 0.5", Numbered + Level: 7 + Numbering Style: 1, 2, 3,... + Start at: 1 + Alignment: Left + Aligned at: 3.25" + Indent at: 3.5", Tab stops: 3.25", Left

Section 2.4 Voting Rights:

All members have the right to vote unless there is a clear personal conflict of interest, such as a voting member benefiting from or being a sponsor of a funding request from the Legislative Action Fund. Council Members whose voting privileges have been suspended due to attendance matters must have this privilege reinstated by a majority vote of the Council. Council members must be present to vote as proxy votes are not allowed.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"
Formatted: Heading 2



Section 2.5 Removal, Suspension and Reinstatement:

2.500 Removals

- ♦{A} Members may be removed from LAC for violating requirements as set forth in these Bylaws.
- ♦{B} Members may be recommended for removal by a two-thirds vote of the seated membership of LAC. The recommendation will be forwarded to the AS Board of Directors for a vote. Poor attendance may be grounds for removal.
- ♦{C} Members may resign if they no longer wish to serve on LAC
 - e1. All council members who are unable to serve on the Council must notify the Governmental Affairs so that a replacement may be found.

2.501 Suspensions

- «{A} If a council member is unable to serve for an academic quarter or longer, will be suspended from the Council by the VP for Governmental Affairs
- «{B} Each LAC member will be allowed two absences per quarter. Following a third absence, the member will have their voting rights suspended

2.502 Reinstatement

- «{A} In order for a Member to be reinstated, a motion for reinstatement must be passed by a simple majority of the seated Council
- «{B} The member must be present to be reinstated
- ♦{C} Discussions about reinstatement should be conducted in a closed session

Article III: Responsibilities

Section 3.1 Fiduciary Duty

3.100 Legislative Affairs Council shall manage the Legislative Action Fund ensuring that monies donated by students are being used to increase student representation.

- ♦{A} The Legislative Affairs Council has authority over the Legislative Action Fund and its appropriation.
- ♦{B} A majority of the Council's seated membership is required to make funding decisions
- «{C} Appropriation of the Legislative Action Fund
 - e1. Requests for appropriation must be submitted to the AS VP for Governmental Affairs a minimum of three (3) business days in advance before the request may be presented as an information item to the Council.
 - e2. Requests for appropriation must be reviewed as an information item the first week; any subsequent action is up to the discretion of council members.
 - e3. In order for a proposal to be considered by the Council, a representative must present and answer any questions from Council members.
 - e4. After a proposal is approved, the AS VP for Governmental Affairs must make the appropriate budgetary transactions

Formatted: Heading 2

Formatted: Heading 3

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" - Indent at: 0.5"

Formatted: Indent: Left: 0.5", Numbered + Level: 4 + Numbering Style: 1, 2, 3,... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

Formatted: Heading 3

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Heading 3

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" - Indent at: 0.5"

Formatted: Heading 1

Formatted: Heading 2

Formatted: Heading 3 Char, Font: Helvetica

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C,... + Start at: 1 + Alignment: Left + Aligned at: 0.25" - Indent at: 0.5"

Formatted: Indent: Left: 0.5", Numbered + Level: 4 + Numbering Style: 1, 2, 3,... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"



Section 3.2 Policy Recommendations

3.200 Legislative Affairs Council shall formulate the positions of The Associated Students as related to local, state, and federal legislative issues

- **AI** A majority of the Council's seated membership is required to make policy recommendations.
- **BI** All policy recommendations agreed upon in the Council will be presented to the AS Board of Directors for consideration by the AS VP for Governmental Affairs or a council member.
- **CI** Policy recommendations are not official positions of the Associated Students of Western Washington University until adopted by the Board of Directors.

Article IV: Review and Amendments

These Bylaws shall be in effect until a revised version is passed. Bylaws should be reviewed annually. Bylaws may be amended or temporarily suspended by a 2/3 majority vote of the Legislative Affairs Council. The Legislative Affairs Council Charge and Charter supersedes these rules of operation.

Formatted: Heading 2

Formatted: Heading 3 Char, Font: Helvetica

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Heading 1