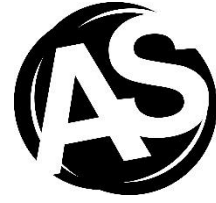




**Associated Student of
Western Washington University**



**By-Laws
February 2019**

**ARTICLE I
Name and Objectives**

A. Name

This association shall be known as the Associated Students of Western Washington University, hereinafter called the ASWWU.

B. Objectives

The purpose of the Associated Students is to ensure student representation in decisions that impact students; support leadership development; provide resources, activities, and information for students; and to provide opportunities for students to organize themselves around their special interests, in order to further achieve the mission of the University and complement classroom education.

**ARTICLE II
Membership**

A. Qualification

The membership of the AS of WWU shall consist of those persons who are currently enrolled students at Western Washington University.

B. Assignment of Rights of Membership

No rights or privileges of membership in the AS of WWU, including that of the right to vote, shall be assignable by any member. Each member shall have one (1) vote at a meeting of the whole members, or during an AS of WWU general or special election.

**ARTICLE III
Leadership of the AS of WWU**

A. Board of Directors

The Associated Students Board of Directors will serve as the Executive Branch of the AS of WWU, in coordination with the Student Senate. The Board of Directors oversees the general management of the funds, affairs and property of the AS of WWU, and the Board of Directors shall consist of the following membership;

1. AS President, Chair of the Board of Directors.
2. AS Vice President for Activities.
3. AS Vice President for Diversity.
4. AS Vice President for Governmental Affairs.
5. AS Student Senate Pro-Tempore (President of the Senate).
6. AS Vice President for Student Services.
7. AS Vice President for Sustainability.

B. Student Senate

The Associated Students Student Senate will serve as the Legislative Branch of the AS of WWU, in coordination with the AS Board of Directors. The Student Senate oversees the general management of the funds, affairs and property of the AS of WWU, and the Student Senate will consist of the following membership;

1. AS Senate Pro-Tempore, Chair of the AS WWU Student Senate.
2. 2 Student Senators to represent students in the College of Business and Economics.
3. 2 Student Senators to represent students in the College of Fine and Performing Arts.
4. 2 Student Senators to represent students in the College of Humanities and Social Sciences.
5. 2 Student Senators to represent students in the College of Science and Engineering.
6. 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
7. 2 Student Senators to represent students in the Graduate School.
8. 2 Student Senators to represent students in the Huxley College of the Environment.
9. 2 Student Senators to represent students in the Woodring College of Education.
10. 4 Student Senators to represent students yet to be declared in any specific WWU College.
11. AS Board Assistant for Academic Shared Governance (Non-Voting, Serving as Secretary).

ARTICLE IV

Meetings

A. Board of Directors

Meetings of the Board of Directors shall be called by the President whenever in his/her judgment it may be deemed necessary or upon request of any two (2) members of the Board of Directors. Twenty-four (24) hours' notice of meetings of the Board of Directors shall be sent to all Directors and shall be deemed sufficient notice of such meetings. In addition, the time and place of Directors' meetings shall be publicized in advance of the meeting.

1. Quorum for a Board of Directors Meeting: A majority of the currently seated Board of Directors membership shall constitute a quorum.
2. Voting: In order for a motion to pass, it must obtain a majority of the legal votes cast, but not less than four (4) affirmative votes. An abstention shall not count as a legal vote cast.
3. All Board of Director meetings conducted by the AS of WWU Board of Directors will adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

B. Student Senate

Meetings of the Board of Directors shall be called by the President whenever in his/her judgment it may be deemed necessary or upon request of any two (2) members of the Board of Directors. Twenty-four (24) hours' notice of meetings of the Board of Directors shall be sent to all Directors and shall be deemed sufficient notice of such meetings. In addition, the time and place of Directors' meetings shall be publicized in advance of the meeting.

1. The Senate will hold bi-weekly meetings on the 1st and 3rd Tuesday of every month, in consideration of other standing meeting times:
 - a. It is the discretion of the Senate Pro-Tempore and Vice-Chair to hold additional meetings as necessary, in the case of an urgent situation.
 - b. Meetings may be called by any member (voting or non-voting) when agreed upon by quorum of the seated voting membership, in written expression to the Senate Pro-Tempore.
 - c. All meetings conducted by the AS of WWU Student Senate will adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.
2. Quorum for a Student Senate Meeting: Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate Pro-Tempore will table all voting items for the Student Senate, until the next scheduled meeting.

3. Rescheduling of Meetings: If quorum is met, a simple majority of the Senate may reschedule meetings as needed. If quorum is not met, meetings may be rescheduled according to Article IV, Section F.
4. Voting: In order for a motion to pass, it must obtain a majority of the legal votes cast, but not less than four (4) affirmative votes. An abstention shall not count as a legal vote cast.
 - a. Voting may be done via electronic device, but only with prior approval of the Senate Pro-Tempore and Vice-Chair, and only under irregular or extreme circumstances.
 - b. Voting may not be done by proxy vote, and a student senator is the only one who may cast their vote for official ASWWU Student Senate business.

ARTICLE V

Organization of the AS of WWU

A. Management of the AS of WWU

The Board of Directors will serve as the Executive Branch of the Government of the AS of WWU, and will work with the AS of WWU Student Senate to carry out the purposes of the AS of WWU, according to these By-Laws, and the AS of WWU Student Senate By-Laws. The Executive and Legislative Branches of the AS of WWU shall have general charge and management of the affairs, funds and property of the AS of WWU.

1. Financial Maintenance of the AS of WWU: The AS of WWU Board of Directors and/or Student Senate shall work in good faith to maintain the financial health of the organization through careful appropriations of all monies governed by the Board of Directors and/or Student Senate, as is set forth by any and all policy.
2. Appropriation of Uncommitted Dollars: Uncommitted dollars are those dollars that are accumulated on a one-time basis and because of the unstable nature of these dollars they are not viable for incorporation into the budgetary process. The Leadership of the AS of WWU, as outlined in Article III, shall not use these dollars to fund on-going programs but shall use them for one-time purchases or investments for the organization as a whole.

B. Board of Directors Positions

The seven (7) members of the Board of Directors shall be elected to the following designated titles and shall concurrently serve in the following official capacities:

1. President of the Associated Students; Chair of the Board of Directors.
2. AS Vice President for Activities.
3. AS Vice President for Diversity.
4. AS Vice President for Governmental Affairs.
5. AS Student Senate Pro-Tempore (President of the Senate).
6. AS Vice President for Student Services.
7. AS Vice President for Sustainability.

C. Student Senate Positions

The 21 (twenty-one) members of the Student Senate shall be elected to the following designated titles and shall concurrently serve in the following official capacities:

1. AS Senate Pro-Tempore, Chair of the AS WWU Student Senate.
2. 2 Student Senators to represent students in the College of Business and Economics.
3. 2 Student Senators to represent students in the College of Fine and Performing Arts.
4. 2 Student Senators to represent students in the College of Humanities and Social Sciences.
5. 2 Student Senators to represent students in the College of Science and Engineering.
6. 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
7. 2 Student Senators to represent students in the Graduate School.
8. 2 Student Senators to represent students in the Huxley College of the Environment.
9. 2 Student Senators to represent students in the Woodring College of Education.
10. 4 Student Senators to represent students yet to be declared in any specific WWU College.

D. Board of Directors

Shall be elected by the members of the AS of WWU At-Large. The term of office of each director shall be one (1) year, or until a qualified successor is elected. The terms of Directors holding positions shall be concurrent; each term commencing on the Saturday of Spring Commencement of the current year and end on the Friday of finals week of the following spring quarter.

E. Student Senate

Following election by their respective constituents, senators will serve a term of office until the end of finals week Spring Quarter. Senators will be elected during Fall Quarter for the current academic year and confirmed by the ASBOD.

1. New Members:
 - a. New Student Senators will be elected by eligible voting members of the WWU student body. Student Senators will then be confirmed by the ASBOD two weeks after election results.
 - b. Any applicant for the Student Senate must fill out an application and submit it to the AS Program Coordinator, who will then work with the Representation and Engagement Program (REP) Support Staff.
 - c. The Senate Pro-Tempore will consult the Assistant Director for Student Representation & Governance during the Student Senate confirmation process, in order to confirm eligibility.
 - d. Students are only eligible to represent a single college within their major(s); if students are pursuing majors in separate WWU Colleges, then Student Senators are expected to choose one. Student Senators may not represent minors, or multiple WWU Colleges.

ARTICLE VI Vacancies

A. Board of Director Vacancies

In the event of a vacancy in the position of President, the Vice-Chair shall assume that position. The Vice-Chair will be selected by a simple majority vote of the AS of WWU Board of Directors at their first official meeting. In the event of a vacancy of both the AS President and the Vice-Chair, the AS of WWU Board of Directors will elect an interim Chair by simple majority, until a special election can be held at their discretion.

1. When any vacancy on the Board of Directors exists, the AS President shall hold a filing period of at least five (5) days for potential applicants and notice of such vacancies shall be advertised widely on campus, and the President shall wait at least five (5) working days after such notice before initiating an election. An election is to be held no sooner than one business (1) week after the vacancy, and no later than two (2) weeks after the vacancy.

B. Student Senate Vacancies (Derived from Article IV, Section B of AS of WWU Student Senate By-Laws)

1. In the event that no one is elected from one of the designated standings listed in Article IV, Section A, then that position will remain open until appointed by the Senate Pro-Tempore, Vice-Chair, and the AS Board Assistant for Academic Shared Governance and then confirmed with a 2/3rd vote of the Student Senate.
2. In the event that a Student Senator is relieved from their position, eligible voting members of the WWU community will be made aware of the vacancy by a formal announcement in the form of direct electronic communication, campus wide posting, or departmental distribution, etc. Applicants will then be reviewed in accordance with Article 4, Section B, and Sub-Section 2.

ARTICLE VII Elections

A. General Elections

1. Board of Directors: Shall be held in the last week of April each calendar year to elect Board of Directors members, whose terms shall then commence on the Saturday of Spring commencement immediately following aforementioned election. Board of Director members will be confirmed for the following academic year.
2. Student Senate: Following election by their respective constituents, senators will serve a term of office until the end of finals week Spring Quarter. Senators will be elected during Fall Quarter for the current academic year and confirmed by the ASBOD.

B. Special Elections

1. Special elections may be held at any time for the purpose of deciding recalls, filling vacant Director Positions, or deciding issues of concern to students. Notice must be given at least fourteen (14) days prior to the conducting of an election.

C. Referendum

1. A referendum to the membership of the ASWWU may be initiated by a majority vote of the Board of Directors and included in the general or special election.

D. Initiatives

1. An initiative measure shall be referred to the membership of the AS of WWU upon receipt of a petition containing the verified signatures of no less than ten percent (10%) of the membership of the AS of WWU. The provisions set forth in the AS of WWU election code shall apply with reference to process and deadlines.

E. Impeachment

1. Board of Directors: Any member of the AS of WWU Board of Directors may be impeached by one of three ways.
 - a. Any student may bring a petition containing the verified signatures of no less than 75% of the membership of the AS of WWU who voted in the most recent general election to the AS of WWU Board of Directors or Student Senate.
 - i. If originating external from the AS of WWU Student Senate or Board of Directors (a petition brought from a student), then the Student Senate must cast a 3/4th affirmative vote in favor of the impeachment, and the AS Board of Directors must cast a simple majority vote in favor of impeachment.
 - b. The AS of WWU Student Senate may propose impeachment by a 3/4th vote of the Student Senate.
 - i. If originating from the AS of WWU Student Senate, then a 3/4th vote must be cast in favor of the impeachment, and the AS Board of Directors must also cast a 3/4th vote in favor of the impeachment.
 - c. The AS of WWU Board of Directors may initiate impeachment by a 3/4th vote of seated membership on the AS Board of Directors.
 - i. If originating from the AS of WWU Board of Directors, then a further vote is not needed.
 - d. If a Board of Directors member is impeached, they are to be removed from office immediately. Refer to Article VI, Section A, Sub-Section 1 for information on filling vacancies.
2. Student Senate (Derived from Article IV, Section E of the AS of WWU Student Senate By-Laws): Any member of the AS of WWU Student Senate may be impeached by one of the following ways, with special accommodations to remove the Senate Pro-Tempore.
 - a. Any student may bring a petition containing the verified signatures of no less than 75% of the membership of the AS of WWU who voted in the most recent general election to the AS of WWU Board of Directors or Student Senate.
 - i. If originating external from the AS of WWU Student Senate or Board of Directors (a petition brought from a student), then the Student Senate must cast a 3/4th affirmative vote in favor of the impeachment, and the AS Board of Directors must cast a simple majority vote in favor of impeachment.
 - b. A Student Senate member may be recommended for removal by 3/4th affirmative vote of the seated membership of the Student Senate as an information item; the Student Senators will then have one-week deliberation.
 - i. At the beginning of the following meeting following new business, the Senator in question will have approximately 5 minutes to defend the claims against them. The Student Senate will then vote, and it will require a 3/4th vote to relieve the Student Senator from their duties.
 - ii. Once a Senator is relieved of duties, it will be the responsibility of the seated members of the Student Senate to assign 1/3rd of the Student Senate to draft an official resolution to be released by the conclusion of the following Student Senate meeting on why the aforementioned Student Senator was relieved of duties.

- iii. The Senate Pro-Tempore and Vice-Chair will have the vacant Committee Assignments redistributed by the following Student Senate meeting.
- 3. The AS of WWU Board of Directors may recommend impeachment of a Student Senator with a 3/4th vote in the affirmative.
 - a. If originating from the AS of WWU Board of Directors, then the AS of WWU Student Senate will need to have a 3/4th vote in the affirmative to confirm the impeachment of the Student Senator.
- 4. To remove the Student Senate Pro-Tempore;
 - a. An official motion will be filed by any Student Senator and will be brought to the attention of the Student Senate. The removal process will be the same as it were for a Student Senator, with the exception of a special or urgent Student Senate meeting, to be chaired by the Vice-Chair.
 - b. This proceeding will require a 3/4th vote of seated membership, as well as a 3/4th vote in the affirmative of the seated AS of WWU Board of Directors.
 - c. The vacancy of the Student Senate Pro-Tempore will be filled in accordance with Article 3, Section E of these By-Laws.

ARTICLE VIII

Granted Authorities

A. Granted Authorities

The AS of WWU Board of Directors and Student Senate shall be granted the authority to fulfill its responsibilities within the provisions set forth herein and to act in any University-related matter not specified within the constraints of University regulations, policies, and procedures. In addition, the ASWWU Student Senate shall also have the following granted authorities:

1. To administer and appropriate monies allocated to the ASWWU by the Services and Activities Fee Committee to ensure continuous, safe, and efficient operations.
 - i. This administration will be done in coordination with the ASBOD prior to each fiscal year, by both bodies electing 20 percent of their seated membership to a co-committee designated to AS budget needs.
2. To appoint student representatives to standing University committees, and other bodies upon request.
3. To be provided by the University Administration all information pertaining to the usage of student fee dollars.
4. To reserve the right to have a student chair, in consultation with the University President or designee, on all committees overseeing and appropriating mandatory and voluntary student fee dollars with the exception to the operating and building fees.
5. To employ students and staff in a manner consistent with those articles, regulations, policies, and procedures of the University and of the Associated Students Student Senate.
6. To allow the ASWWU Student Senate to make decisions in creating and overseeing a program of student activities and services. These decisions agreed upon by the AS of WWU Board of Directors and Student Senate may be reviewed by the University President or their designee.

ARTICLE IX

Board Expenses

A. Board Expenses

The AS of WWU Board of Directors and the AS of WWU Student Senate may expend no money or materials in a partisan, intra-association election matter.

ARTICLE X Books & Records

A. Records

The AS of WWU Board of Directors and the AS of WWU Student Senate will keep accurate records and minutes of its proceedings, and will keep a record of its seated membership, with the help of the Student Senate Secretary.

1. These minutes are to be made readily available to the public as soon as is possible, following approval by the AS of WWU Board of Directors and the AS of WWU Student Senate.

ARTICLE XI Amendments

A. Amendments

Amendments to the AS of WWU By-Laws and the AS of WWU Student Senate By-Laws require a majority vote in a general or special election of the AS of WWU.

1. If approved, these changes are to be immediately ratified by the Western Washington University President, and the AS of WWU Board of Directors, and the AS of WWU Student Senate.