

# ASWWU Executive Board By-Laws

**October 2019**

## ARTICLE I: Name and Objectives

### A. Name

The name of the council is the Associated Students of Western Washington University Executive Board, hereafter known as the ASWWU Executive Board or Executive Board.

### B. Objectives

The ASWWU Executive Board first and foremost exists to advocate for the rights and needs of all students at Western Washington University. The ASWWU Executive Board serves as a representational body in coordination with the ASWWU Student Senate on relevant student issues. The Executive Board shall serve as the Executive Branch of the ASWWU and shall represent student interests to the University Administration, the Board of Trustees, and appropriate external governmental agencies. The ASWWU Executive Board shall oversee general management of funds, affairs, and property of the ASWWU. Executive Board membership shall consist of the President, Vice President for Activities, Vice President for Diversity, Vice President for Governmental Affairs, Vice President for Student Services, Vice President for Sustainability, and Senate Pro-Tempore. The Executive Board will not be limited in the scope of issues it covers. Issues discussed by the Executive Board can originate from the ASWWU Student Senate, other Associated Students offices (AS), University committees, within the Executive Board itself, or directly from students. The Executive Board has the ability to draft, approve, and release resolutions on any issues brought before it. The Executive Board will also approve any changes to the charge and charter of the ASWWU Student Senate. Overall, the ASWWU Executive Board will be part of the bicameral system of the ASWWU, acting as a separate body from the ASWWU Student Senate.

## ARTICLE II: Granted Authorities

The Powers and Granted Authorities of the ASWWU Executive Board are codified in the Constitution of the Associated Students of Western Washington University.

## ARTICLE III: Leadership Qualifications

### A. Individual Membership

Any student currently enrolled in six or more credits for undergraduate students and four or more credits for graduate students at Western Washington University (WWU) is eligible for membership, assuming they maintain a 2.0 GPA.

### B. Election of Executive Board Members

New Executive Board members will be elected by eligible voting members of the WWU student body. Candidates for the Executive Board must adhere to standard election procedures as codified in the AS Election Code while campaigning. Elections shall be held by the AS Representation and Engagement Programs (REP) Office in the last calendar week of April to elect Executive Board members for the following academic year.

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### C. Term of Office

Newly elected Board members will be formally acknowledged by both the sitting AS Student Senate and the sitting AS Executive Board at their respective public meetings before the academic year concludes. The Executive Board terms of the President, Vice President for Governmental Affairs, and Vice President for Diversity begin the Saturday of Spring Commencement and end the Friday of finals week the following spring quarter. The positions of Vice President for Student Services, Vice President for Sustainability, and Vice President for Activities can opt to postpone the beginning of their respective term(s) until the first day of AS Fall Staff Training. **The term of office of the Senate Pro-Tempore shall be instructed by the ASWWU Student Senate By-laws.**

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## ARTICLE IV: Governance

### A. Designations

All ASWWU Executive Board membership is to be elected in accordance with AS Election Procedures.

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

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The vice chair for the ASWWU Executive Board shall be the AS Vice President for Governmental Affairs. In the case of a vacancy of the AS President, the Vice Chair (AS Vice President for Governmental Affairs) will assume the leadership role of the AS President until the position is filled through Special Election proceedings.

### B. Membership Responsibilities

- A. The student must be enrolled at WWU. The student must commit to approximately 25 hours of Executive Board business per week as President or 19 hours per week as a Vice President **or Senate Pro-Tempore**. Board members should have a strong interest in WWU's community and provide a unique perspective to the Executive Board and WWU as a whole. An ASWWU Executive Board member may not serve concurrently as an ASWWU Student Senator. The duties and responsibilities of an Executive Board member will be to:
  - a. Attend all meetings of the Executive Board.
  - b. Sit on designated committees.
  - c. Serve as an active participant in all Executive Board meetings; come prepared having read appropriate minutes and documents.
  - d. Establish and maintain at least five posted office hours per week.

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- e. Inform the Executive Board on campus and committee activities and other relevant information.
- f. Coordinate relevant programming.
- g. Be accessible by direct and appropriate communication to meet with the constituents of ASWWU.
- h. Follow any other duties as assigned by the AS President, within reason.
- i. Review and nominate student members for AS committees.
- j. Stay informed and engaged on matters of the AS Student Senate by way of attending meetings or keeping direct and frequent communication with the Senate Pro-Tempore.

### C. Vacancy and Recall

1. In the case of a vacancy in the position of the President, the Vice Chair, VP for Governmental Affairs will shall assume that position until the position is filled through special election or appointment proceedings. In the event that a vacancy exists in both the President and the Vice President for Governmental Affairs, the Vice President for Diversity shall assume the President's position until the positions are filled through special election or appointment proceedings.
2. If vacancies exist in any of the Executive Board positions during Fall Quarter, the position should be filled through special election proceedings.
3. If vacancies exist in any of the Executive Board positions during Spring Quarter, the President shall hold a filing period of at least ten (10) days for potential applications and shall form a committee with the Vice President for Governmental Affairs and the Personnel Director. This committee shall present at least (2) names to the Board for selection and ratification. 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 making such appointments.
4. If vacancies exist in any of the Executive Board positions during Winter Quarter, it is at the discretion of the seated Board members to hold a vote to decide between filling the position through special election proceedings or appointment proceedings as outlined in C3.
5. The AS Executive Board, at its discretion, may decide to hold a special election for any vacant Executive Board position by majority vote of the Executive Board.
6. Recall of any elected member of the ASWWU Executive Board may be initiated by: a ¾ vote by the Student Senate, or by a petition containing the verified signatures of either (i) no less than 40% of the number of votes cast in the last respective election or (ii) no less than 6% of the number of eligible student voters. (If the recall is initiated by a vote of the Student Senate, the Senate Pro-Tempore must recuse themselves from the formal chairing of the Senate meeting, and the Vice Chair of the Student Senate will chair.)
7. The removal of any elected member shall then be decided by the membership of the ASWWU via a recall election. A special election for the purposes of recall shall be held not less than fourteen (14) and no more than twenty-one (21) days after the Executive Board or Student Senate votes to initiate recall for or the completed petition is presented to the AS President. A majority vote of the ASWWU in a special election is needed to recall an Executive Board member. If a majority vote is reached, the position in question is now vacant, effective immediately.

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**ARTICLE V: Meetings**

**A. Quorum**

Quorum of the ASWWU Executive Board will consist of a simple majority of the voting membership (4 members). If a quorum is not present at an Executive meeting, the AS President will table all voting items until the next scheduled meeting.

**B. Meetings**

The ASWWU Executive Board will hold weekly meetings at a consistent time, taking into consideration the schedules of all Executive Board members to ensure consistent quorum. The weekly meeting time is subject to change at the start of each academic quarter. All meetings conducted by the Executive Board will adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

1. It is the discretion of the AS President to hold additional Executive Board meetings as necessary in the case of an urgent situation.
2. Executive Board meetings may be called by any member when agreed upon by quorum of the seated voting membership, in written expression to the AS President.

**C. Rescheduling of Meetings**

If quorum is met, a simple majority of the Executive Board may reschedule meetings as needed. If quorum is not met, meetings may be rescheduled.

**ARTICLE VI: Voting**

**A. Voting**

For an action item or resolution to pass, it must obtain a quorum of the eligible votes cast. An abstention by an Executive Board member will not count as a vote cast in favor or against the action item or resolution being voted upon.

1. A simple majority vote may be conducted through telecommunication or electronic vote by e-mail but only in the case of an urgent situation and as approved by the Chair. All telecommunication or electronic correspondence and voting must be acknowledged as a consent item at the next available meeting.
2. Voting may not be done by proxy vote, and an Executive Board member is the only one who may cast their vote at an official meeting of the ASWWU Executive Board.

**ARTICLE VIII: Communication**

**A. Reportage**

The Executive Board will not report to any other governing body but will first and foremost report to the student populations which they serve. The Executive Board shall provide a report to the AS Senate Pro-Tempore on request of the AS Student Senate or the Western Washington University Board of Trustees, in the spirit of shared governance. The Executive Board members

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themselves will report on their committees and other progress to the entirety of the ASWWU Executive Board at the scheduled meetings of the Executive Board.

**B. Referral from the AS Student Senate**

The ASWWU Student Senate may refer any matter to the Executive Board for consideration, including application of personnel policies. Such referral should occur when the Student Senate wishes to provide for greater student input or allow further time for public comment. The Executive Board may make recommendations to the Student Senate via the Senate Pro-Tempore.

Likewise, the ASWWU Executive Board may refer any matter to the Student Senate for consideration, including application of personnel policies. Such referral should occur when the Executive Board wishes to provide for greater student input or allow further time for public comment. The Student Senate may make recommendations to the Executive Board via the Senate Pro-Tempore.

**C. Records**

The Executive Board will keep accurate records and minutes of its proceedings, and will keep a record of its seated membership, with the help of the AS Program Coordinator and Executive Board Assistants. These minutes are to be made readily available on the AS website as soon as possible, following approval by the ASWWU Executive Board.

**ARTICLE IX: Amendments**

**A. Amendments**

The ASWWU Executive Board will have the power to make, alter, and amend the Executive Board Charge and Charter or By-Laws by an affirmative vote of 2/3 of the seated Executive Board and ¾ affirmative vote of the Student Senate.

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