Members:

Present: Gabe Wong (Chair); James Dinh (At-Large); John Hardgrove, Zoe Absalonson (CSE); Devin Moreno, Dacey Durbin (CBE); Milla Miller, Ellen Esteves (Graduate); Emily Carsten (Fairhaven), Melissa Bernal, Lola Thompson (CENV); Miguel Acuna (CHSS); MJ Dizon (CFPA); 
Absent: Miguel Esteves (Fairhaven); Lily Duong (Woodring); Mariana Flores, Lauren Johnson (At-Large); Yasmin Flores (CHSS)

Advisor: Leona Friedman
Secretary: Nely Vasquez
Guests: Sophie Snyder (AS VP for Student Services)

MOTIONS:

| SEN-24-S-49 | To move the College of Fine and Performing Arts report to Other Business. Passed |
| SEN-24-S-50 | To approve the Consent Item. Passed |

Call to Order: Gabe Wong, Student Senate President, called the meeting to order at 5:04 p.m.

I. REVISIONS TO THE AGENDA

a. Wong gave the opportunity for the senate to table the ESE resolution because of the conflict of interest concerns that were raised, no motion was made, that item stayed on the agenda.

b. Move the College of Fine and Performing Arts report to Other Business

| MOTION: To move the College of Fine and Performing Arts report to Other Business |
| Motion Made By: Dacey Durbin | Second: Melissa Bernal | SEN-24-S-49 |
| Vote Count: Aye: 11 Nay: 0 Abstain: 0 | Action Result: Passed |

c. Add 5 minutes to Other Business for a visit from AS VP for Student Services, Sophie Snyder

II. CONSENT ITEMS (subject to immediate action)

a. Minutes of April 24th, 2024

| MOTION: To approve the Consent Item |
| Motion Made By: John Hardgrove | Second: Zoe Absalonson | SEN-24-S-50 |
| Vote Count: Aye: 11 Nay: 0 Abstain: 0 | Action Result: Passed |
III.  PUBLIC FORUM *(comments from students and the community)*

IV.  SENATE REPORTS

a. Reports from:

   – College of Business and Economics
     Moreno and Durbin gave a report on their current projects and committee work.
   – College of Humanities and Social Sciences
     Acuna gave a report on what projects and committees he and Yasmin are working on.
   – At-Large
     There were no At-Large Senators present.
   – SGA Report
     Vasquez asked the Senators to turn in their agenda items by the deadline.

V.  INFORMATION ITEMS - Guests*

a. WWU Student’s BDS (Boycott Divestment and Sanctions) Campaign

   Wong says that students are planning on launching a campaign calling on the University to boycott, divest, and sanction the state of Israel. Moreno wanted some more clarification on who the University would divest from. Wong says there is a list of companies the BDS has made for boycott and some for divestment.

b. Supporting ESE Bargaining Resolution

   Wong says the main concern Adam Lorio raised was that, if the Student Government decided to adopt the resolution presented at the meeting there could be a conflict of interest because the Student Government is represented by the bargaining committee. She said that she doesn’t believe there really is a conflict of interest because often times student interests are also Senator's interests. Friedman recommends for the Senators to hear back from the Assistant Attorney General first before deciding anything. Miller suggested that Wong respond to the students who raised the issue, she agreed to.

   *Dizon joined the meeting at 5:50.*

   c. Get out the vote tabling

   Friedman tells the Senate that OCE would like for some of the Senators to table for this years elections. It will be from May 13th-May 17th.

VI.  ACTION ITEMS – Guests*

VII.  PERSONNEL ITEMS *(subject to immediate action)*

VIII.  INFORMATION ITEMS - Senate*
IX. DISCUSSION ITEMS

a. Senator Appointment Process

Durbin would like to table this item because she would like the full 15 minutes to discuss this. Friedman gave a quick explanation and told the Senators to come with feedback for next week's meeting.

X. ACTION ITEMS – Senate*

XI. OTHER BUSINESS

a. College of Fine and Performing Arts Report

Dizon worked on an event where BIPOC students and students with disabilities talked with the Dean of the college. She encouraged the Senate to do the same. Dizon is working towards making a black and brown theatre collective in CFPA to increase retention and create a safe community.

b. A visit from Sophie Snyder, AS VP for Student Services

Snyder asked the Senate if they wanted to participate in a project she is leading. This entails participating in a video similar to the format from Vogue's “73 questions with….” She says anyone interested should message her.

Adjournment: Gabe Wong, AS Senate President, adjourned the meeting at 6:05 p.m.
Call to Order: Gabe Wong, Senate President, called the meeting to order at 5:08 p.m.

I. REVISIONS TO THE AGENDA
   a. Table Consent items
      This is due to not having quorum.
   b. Move AI Workgroup Resolution to Information item – Senate*

II. CONSENT ITEMS (subject to immediate action)

III. PUBLIC FORUM (comments from students and the community)

IV. SENATE REPORTS
   a. Reports from:
      – Chair
         Wong gave an update on their committees and meetings.
      – Fairhaven
         Carsten gave an update on their project.
      – Graduate
         Miller gave an update on their projects.
– CENV

Bernal and Thompson gave an update on their projects and committees.

– Woodring

The Woodring Senator was not present.

– At-Large

Dinh and Johnson gave an update on their projects and committees.

V. INFORMATION ITEMS - Guests*

a. Basic Needs at WWU

This item wasn’t addressed because the guest, Gina Ebbeling, was not present.

VI. ACTION ITEMS – Guests*

VII. PERSONNEL ITEMS (subject to immediate action)

VIII. INFORMATION ITEMS – Senate*

a. Supporting ESE Bargaining Resolution Update

Wong told the Senate there is still no response from the Assistant Attorney General. She also said that the student body is generally supportive of the idea of the AS supporting fee waivers if the University is still paying it for the student.

b. Conference Committee Charter

Wong gave an overview of document 1. She explained that the charter is to resolve any differences the Executive Board and the Student Senate may have with each other regarding decisions.

c. AI Workgroup Resolution

Hardgrove said ATC didn’t give a recommendation to Faculty Senate about using AI detection software and the decision has been pushed back to next year. He said there is a finish AI Workgroup Resolution but after feedback from Friedman and his peers, he will frame it to be more argumentative. Johnson was wondering who would see the resolution. Hardgrove said that after the resolution is passed, he is going to bring to ATC, Faculty Senate, and possibly the Provost. It’s still to be determined if the resolution will be passed this year or next year.

IX. DISCUSSION ITEMS
a. Senator Appointment Process

Wong presented document 1. The Senate gave their feedback on the interview questions.

X. ACTION ITEMS – Senate*

XI. OTHER BUSINESS

Wong asked the Senate if the meetings should be an hour and a half. Thompson said it would be wise to leave non-quorum items for the last 30 minutes. Friedman suggests doing an anonymous survey first and then voting on it at the next meeting.

Friedman said that she sent out an email to the Senate, asking them sign up for tabling.

Adjournment: Gabe Wong, Senate President, adjourned the meeting at 6:05 p.m.
**Introduction**

Ellen Esteves (she/her): eesteves@wwu.edu | Milla Miller (she/her): mille593@wwu.edu | millamiller10@gmail.com | (206) 909-4083

**Summary**

The graduate senator report for the 2023/2024 school year is partially incomplete because the graduate senator position did not remain filled by the same person throughout the entire school year. Ellen Esteves was appointed in January of 2024 and Milla Miller was appointed in April of 2024. During their time in office, Miller and Esteves attended ASWWU Senate meetings and GFGC committee meetings. Projects completed or started during this term include an outreach survey in collaboration with the Kitto Grad Hub, a Spring Grad Student Event at Boundary Bay, and listening sessions held in the Grad Hub. Other events that did not come to fruition but were discussed include an Office Hours Tour, more events encouraging networking and collaboration across graduate programs, and a free donuts tabling event in the Grad Hub. Miller and Esteves' primary goals across this term were to increase awareness among students of the ASWWU graduate senator position, increase outreach, and encourage social interaction and interdisciplinary discussions among all graduate students.

**Year Summary**

**Summer**

1. [Not Applicable / no information to provide]

**Fall**

2. [Not Applicable / no information to provide]

**Winter**

3. Esteves was appointed to ASWWU Senate and to GCGC Council

4. Meeting with Megan Spiegel Graduate School Dean

5. Megan Spiegel, Head of the Kitto Graduate Student Hub

6. MiDavid Patrick, and Michael Barr, to understand what the goals they had for the senator and for the graduate student body.

7. Senator and ASWWU elections announcements.

**Spring**

8. Miller was appointed to ASWWU Senate and to GCGC Council

9. Meeting with Graduate School Dean, David Patrick, to discuss mutual goals and aspirations regarding grad student events that promote interdisciplinary networking
10. A *Spring Grad Student Social* was planned for May 22, 2024

11. Began planning for a Fall 2024 survey to go out alongside the Kitto Grad Hub

**Completed Projects**

**ASWWU elections announcement**

1. GFGC Chair, Margaret Scheuermann reached out around Spring Break to assist with writing an announcement about the ASWWU election for graduates. The goal was to have it finalized in time for the first newsletter of the Spring Quarter.

2. Goals
   a. Write an announcement for the Graduate Newsletter about ASWWU Elections to increase awareness about the Graduate Senate and about the job.
   b. Write a detailed announcement with a job description, requirements, and expectations.

3. Results
   a. We completed the announcement about the ASWWU elections in time for the next edition of the graduate newsletter.

4. Credits
   a. Margaret Scheuermann for working on the announcement with me, and Megan Spiegel for adding the announcement to the Graduate Newsletter.

**Spring Grad Student Event**

5. This event is hosted at Boundary Bay Brewing from 4 to 6 pm. Students attending this event will find a free Mediterranean sampling platter, an icebreaker with small prizes, and a game of trivia with prizes for first and second place. To promote teamwork across programs, we reached out to all grad school faculty asking for help creating trivia questions that their students would know the answer to.

6. Goals:
   a. Increase awareness of ASWWU and the Kitto Grad Hub among graduate students so they may be more likely to reach out with questions, ideas, or hopes to collaborate
   b. Promote interdisciplinary discussions and networking across colleges/cohorts
   c. Provide a fun, low-stakes event for graduate students to enjoy at the end of the spring quarter

7. Results: [not yet completed; can complete after May 22nd, 2024]

8. This event is fashioned after the Kitto Grad Hub’s Fall ‘23 event at Boundary Bay in which students attended, enjoyed light snacks, and mingled mostly within cohorts.

**Ongoing Projects**

**Outreach Survey (for Fall ’24)**

1. Context: Grad students are hard to reach. To combat this, we wanted to send a survey out to spread awareness of ASWWU and gather information about students’ needs and wants.
2. To-do list:
   a. Draft survey questions
   b. Collaborate with Kitto Grad Hub to avoid repetition
   c. Design and create a survey form, following all WWU branding requirements
   d. Send survey via email and graduate newsletter during the first or second week of Fall ‘24 quarter
   e. Wait for information to come in, then assess and respond as needed
3. The goal is threefold:
   a. First, spread awareness of ASWWU among grad students.
   b. Second, gather information regarding what types of events grad students would be interested in attending and when, how grad students feel about collaborating with students outside their discipline, as well as other needs and wants.
   c. Third, avoid “survey fatigue” (Stark) or repetitive questions across surveys sent out by the college research team or the Kitto Grad Hub.
4. Chris Stark provided information regarding the graduate exit survey, although we decided we wanted to stray from this and procure our own survey focused on outreach rather than program satisfaction
5. Important Collaborators: Megan Spiegel and David Patrick
6. Work with Spiegel (and possibly Patrick) to send the survey out in the first week or two of the 2024/2025 school year

**Office Hours TOUR [working title]**

7. To promote student knowledge of the ASWWU senate across every graduate program, we hoped to bring our office hours to them.
8. Timeline:
   a. The idea was discussed with Patrick, the Dean (done)
   b. Reach out to the faculty from each graduate program regarding where their students most often gather to chat, work together, complete research, etc.
   c. Ask permission to hold one to two hours of office hours in this space.
   d. Go prepared to inform students of your position as well as listen openly to what they have to say
   e. NOTE: this project could also include a visit to the Everett campus.
9. The goal is to, first, make more grad students aware that they have ASWWU senators who are available to them as peer advisors and, second, gain information regarding what grad students need from their senators.
10. David Patrick originally suggested this idea
11. Important Collaborators: Patrick and the faculty and TA’s from each program/college
12. This project has not been started as of May ‘24 and can be begun and continued in any fashion.

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**Committee Assignments**

<table>
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<tr>
<th>AS Committees</th>
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Graduate Senate Report
Ellen Esteves
Graduate Faculty Governance Council, GFGC (Jan ‘24 - present)
GFGC Subcommittee: Graduate Student Support Committee (GSSC) (Feb ‘24 - present)

Milla Miller
GFGC (April ‘24 - present)

Points of Contact
Who were you in contact with this year?

1. David Patrick, Graduate School Dean
dpatrick@wwu.edu | (360) 650-2884
2. Megan Spiegel, Head of the Kitto Graduate Student Hub
frithm@wwu.edu | (360) 650-2891
3. Michael Barr, Graduate School Associate Dean
barr@wwu.edu | (360) 650-4170
4. Chris Stark, Research Associate [for information regarding graduate exit survey data]
starkc@wwu.edu
5. Margaret Scheuermann, GFGC Chair, Associate Professor Chemistry Department
scheuem@wwu.edu
6. Sean Mulcahy, GSSC chair, Associate Professor Geology Department
mulcahs@wwu.edu
7. Adam Lorio, Director, ASWWU Governance Advising Program
lorioa@wwu.edu
8. Leona Friedman, Student Government Support Spe, VU Operations
friedml3@wwu.edu

Conclusion
The 2023/2024 ASWWU Graduate Senators, Miller and Esteves, greatly cherished their time in office and believe that they have established a solid foundation which will allow next year’s senator(s) to focus their energy on growth and action. We hope that the work we have done this year by establishing the expectation for consistent graduate events, preparing an outreach survey, and creating connections across the graduate school will assist any following senators in accomplishing their goals, as well as their constituents' goals.
Commentary // Why do you believe this work is important?

Ellen Esteves:
I believe this position is important as it gives graduate students a voice at the ASWWU meetings, as well as advocates for graduate students' needs and interests. I feel lucky to be able to be part of a team that cares about the student body and their safety and needs. As the Senator we have been able to connect with some students during our office hours and plan events for graduate students to network and meet people from different programs. Many times graduate students feel isolated from the university and other graduate programs. This is one of the reasons why I feel this work and position is so important. As a senator, we are a resource and a point of contact to help graduate students feel connected, build a community, and feel a sense of belonging to this university.

Milla Miller:
I believe this position is important because it ensures that a WWU graduate student representative will be present when university affairs are discussed at ASWWU senate meetings, Graduate Faculty Governance Council meetings, and any other situations in which important topics are discussed and decisions are made. Graduate students can often feel somewhat removed from the university due to their busy schedule and alternative learning environments. The graduate senator is in a position to mend this.

This work is additionally important because the ASWWU graduate senator can work as a point person for all graduate programs. If the senator chooses to utilize their position in this way, the graduate senator is the best person to plan events and activities in which students can collaborate with others from different cohorts and subjects.

While my three month term (April - June) was primarily spent collecting information and contacts rather than acting on behalf of my constituents, I greatly look forward to continuing the work Ellen Esteves and I have begun next year.
Introduction
John Hardgrove (he/him): hardgrj@wwu.edu
Zoe Absalonson (she/her): absaloz@wwu.edu

Summary
Over the 2023-2024 academic term, CSE Senators sat on various committees within their college and the university, and the AS committees. One of two Senators resigned in Fall 2024, which led to Absalonson being appointed as a replacement. Most of the work done by the CSE Senators during this term was through committee and workgroup work, outlined below. Some examples include trying to get a new ethics course in the CSE, working on outreach, and debating AI detection software.

Year Summary

Summer
1. N/A

Fall
2. The ADEI (Accessibility, Diversity, Equity, and Inclusion) committee met for the first time for the 2023-2024 academic year in December 2023.
3. Hardgrove was appointed to the Academic Technology Committee (ATC)
   a. The committee began discussing detection of AI at Western Washington University (WWU) and a student technology fee.
4. Marv Locke resigned from their position as one of the CSE co-senators.
5. Hardgrove joined the Charter Review Taskforce.
   a. The goal was to rewrite the ASWWU (Associated Students of Western Washington University) charter.

Winter
7. Absalonson appointed as new CSE senator.
8. Hardgrove was appointed to the Student Union Advisory Group.
   a. Student feedback about the Viking Union was reviewed.
9. PPBC began reevaluating merit review for their colleges’ departments to comply with the bargaining agreement of the faculty union.

Spring
10. Absalonson appointed to Committee on Undergraduate Education (CUE).
11. Hardgrove formed the AI Workgroup
   a. The goal was to write a resolution persuading WWU not to adopt AI detection software.
12. ATC had their final meeting in which the committee weighed in on the student technology fee proposals.
13. ATC decided not to decisively weigh in on AI detection software this year.
14. Absalonson and Hardgrove worked on outreach within the college.

**Completed Projects**

**Project 1 – Science and Engineering Ethics Course**

1. **Context + Timeline**
   a. Hardgrove worked towards creating a Science and Engineering Ethics course during Fall 2023.
   b. First proposed by Miriam Gold, a former student senator for the CSE along with three Chemistry faculty members.

2. **Goals**
   a. Draft proposal of a CSE GUR Ethics course was presented to the PPBC committee by the participating Chemistry faculty members.

3. **Results**
   a. PPBC rejected the draft proposal, finding that the proposal was inadequate and did not fit the requirements of a proposed class.
   b. Project is on indefinite hold unless other professors can sponsor the class.

4. **Credits**
   b. Former CSE Senator Miriam Gold in spring 2023
   c. John Hardgrove

**Project 2 – ADEI Fostering connection with Student and Community Ambassadors**

5. **Context + Timeline**
   a. Many ambassadors were unaware of the ADEI committee and the work that takes place on it.
   b. The previous leader of the ambassadors stepped down.

6. **Goals**
   a. Establish quarterly meetings with ambassadors to discuss ongoing ADEI issues in CSE.
   b. Use ambassadors to promote the Alma Clark Glass and Summer Research scholarships

7. **Results**
   a. Ambassadors have joined the ADEI committee at large and frequently contribute to projects.
   b. CSE issues are brought before the committee even outside of quarterly meetings

8. **Credits**
   a. Lina Dahlberg: ADEI chair
   b. CSE Ambassadors
Ongoing Projects

Project 3 – ADEI Agenda Through CSE Clubs

9. Context + Timeline
   a. Gathering contact information for all CSE clubs during Winter 2024.
   b. Hardgrove reached out to the clubs within CSE.

10. Goals
    a. Wanted to gain interest from CSE clubs in meeting with the ADEI committee to promote the agenda of the ADEI committee.

11. Results
    a. Ongoing reorganization of the CSE website, as well as a visual chart being produced.

12. Credits
    a. John Antos: leader of visual chart group
    b. Lina Dahlberg: ADEI chair
    c. John Hardgrove: contact with student clubs

Project 4 – Outreach

1. Context + Timeline
   a. General outreach within the CSE
   b. A lot of students within the CSE do not know who their Student Senators are and how we are resources for them

2. Goals
   a. Spread word about who the CSE Senators are, when our office hours are, and what we do.
   b. Make classroom visits.

3. Credits
   a. CSE Senators

4. Important Collaborators
   a. N/A currently

5. How to continue the project
   a. Create informational flyers about CSE Senators
   b. Reach out to department heads
   c. Do brief (approved) classroom visits.
Committee Assignments

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<td>Accessibility, Diversity, Equity, and Inclusion (Sept. 2023 – June 2024)</td>
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<td>Policy, Planning, Budget Council (Sept. 2023 – June 2024)</td>
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<tr>
<td><strong>Zoe Absalonson</strong></td>
<td></td>
<td>Accessibility, Diversity, Equity, and Inclusion (Feb. 2024 – June 2024)</td>
<td>Committee on Undergraduate Education</td>
</tr>
</tbody>
</table>

Points of Contact

Who were you in contact with this year?

1. Janelle Leger – Dean of the College of Science and Engineering
2. Jackie Caplan-Auerbach – Associate Dean of the College of Science and Engineering
3. Lina Dahlberg – Chair of the ADEI committee
4. Dietmar Schwarz – Chair of the PPBC committee
5. Derek Moscato – Chair of the ATC committee
6. Greg McBride – Chair of SUAG

Conclusion

Commentary // Why do you believe this work is important.

*John Hardgrove:*

The work we do is important because the university has allowed us to participate in shared governance and we are given the rare opportunity to represent student interests in key decisions that affect our constituents. This work helps strengthen the college of Science and Engineering when students know their best interests are being represented.
Zoe Absalonson:
I believe this work is important because as a Student Senator, you are essentially representing the student voice within your respective college. You are advocating for student needs, concerns, goals, etc. It is important to note and understand that as a Student Senator, you are working for and with students. Sitting on committees can be a huge part of this position, so being confident in speaking up for students is extremely valuable. This job requires a passion for advocacy, representation, leadership, and learning.
Fairhaven College of Interdisciplinary Studies Senate Report

2023-2024

Introduction
Miguel Estevez (He/Him): Western Email estevem@wwu.edu, Personal Email MiguelEstevez1212@gmail.com, (Graduating Fall 2024)

Emily Carsten (She/Her): Western Email Carstee@wwu.edu, Personal Email emilycarsten3@gmail.com (Graduated Spring 2024, Western Email will stop working in four months of graduation)

Quincy Ingalls (He/Him): Western Email ingallk2@wwu.edu

Summary
This year has consisted of several projects. The main ongoing project is the Fairhaven Entry Way Art Installation Project. Below in the ongoing project section are some guidelines and people to reach out to. Another issue of concern is the defunding of the Outback Farm.

Year Summary

Summer
1. Fairhaven Entry Way Art Installation
2. Outreach Taskforce

Fall
3. Fairhaven Entry Way Art Installation
4. Outreach Task Force
5. Chalk With Children
6. Arbitrary Borders (Campus Art Display Project)

Winter
7. Fairhaven Entry Way Art Installation
8. Student Government Outback Taskforce
9. Peer Mentoring Program Proposal

Spring
10. Fairhaven Entry Way Art Installation
11. Fairhaven Board
12. Third floor Fairhaven Computer Lab

Completed Projects

Student Government Outback Taskforce
1. Context + Timeline
   - Now the Outback is trying to get funding through DRAC
2. Goals
   - Why was the Outback Farm Defunded by AS?

3. Results

4. Credits

**Chalk With Children**

5. Context + Timeline

6. Goals
   - To connect students with the Child Development Center through creating an event at Fairhaven for students to decompress and relax.

7. Results
   Cancelled for the 2023-2024 Year

8. Credits

**Ongoing Projects**

**Student-Driven Art Installation Update**

1. Context + Timeline
   a. This is a project started by a student senator last year and continued this year by Miguel.
   b. The Fairhaven program only has authority over the 3rd floor of the building. The 1st floor is under the authority of Residence Life and the second floor is controlled by Dining. The art pieced in stairwells and the courtyard is under ambiguous authority.
   c. The current project is focusing on the mural at the main entrance of Fairhaven College.
   d. One of the instructors involved, John Feodorov, is in the process of retiring.

2. Goals
   – Engage students by creating a committee of students focused on creating physical artwork, conceptual artwork, and radical democracy. Then have them participate in a democratic community consent process.
   – Replace the mural at the Fairhaven entrance with something recent that will stand the test of time.
   – Celebrate!

3. Credits
   – John Fedorov
   – Robert Snyderman
Caskey Russell
Miguel Estevez

4. Important Collaborators
   - John Fedorov
   - Robert Snyderman

5. How to continue the project
   - Work with John F. and RYS to build a student committee.
   - Support the student committee.
   - Stay connected with the College Dean.

**Fairhaven Community Board (Supporting Student ISP)**

1. Context + Timeline
   a. Started by a student as an Independent Study Project during the 2024 Spring Quarter.

2. Goals
   - Create a board comprised of students and staff. Hold open forums to hear community issues and present them to the Dean or find community-based solutions.

3. Credits
   - Created by Emily Michaud

4. Important Collaborators
   - Name: Emily Michaud

5. How to continue the project
   - Check in with Emily M. and other members of the board.
   - See if it is continuing into the 2024-2025 school year.
   - Attend meetings if that is the case.

**Fairhaven Computer Lab**

1. Context + Timeline
   a. The Fairhaven 3rd floor computer lab is funded through AS Fees.
   b. Computers are replaced every 4-6 years.
   c. There is currently a student desire for additional equipment, like a printer.

2. Goals
   - Determine if there is still a need for additional equipment for the third-floor computer labs.
If there is put in a funding request for it.

3. Credits

4. Important Collaborators
   - Tori Talkington

5. How to continue the project
   - Talk to students and instructors.
   - Reach out to Tori.

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<td>Miguel Estevez</td>
<td>Outreach Task Force</td>
<td>Fairhaven All Staff Meetings -Not a committee (start-end)</td>
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<td></td>
<td>AI committee</td>
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<tr>
<td>Emily Carsten</td>
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<tr>
<td>Quincy Ingalls</td>
<td>Arbitrary Boarders (Ended December 2023) Outreach Task Force (Ended December 2023)</td>
<td>Fairhaven All Staff Meetings -Not a committee (March 2024- June 2024)</td>
<td></td>
</tr>
</tbody>
</table>

**Points of Contact**

*Who were you in contact with this year?*

1. Ellen Kulmann Email: kuhlmae@wwu.edu
2. Caskey Russel Email: russel51@wwu.edu
3. Tori Talkington Email: tori.talkington@wwu.edu
4. Emily Michaud Email: michaue2@wwu.edu
5. John Fedorov Email: feodorj@wwu.edu
6. Robert Snyderman Email: snyder24@wwu.edu
7. Amanda Cambre Email: cambrea@wwu.edu
8. Hafthor Ygnavson Email: yngvash@wwu.edu
9. 
Conclusion

Commentary // Why do you believe this work is important.

*Miguel Estevez:*
It is essential to gather the input of the students we represent in the work we do. Being able to voice the feelings and concerns of the general student body is important to creating a healthy environment where people feel belonging. The role of a student senator is mostly what you make of it and how committed you are to your projects. Work is slow, however measuring progress through small tasks allows for greater achievement and retention.

*Emily Carsten:*
Student leadership is essential to make sure that student voices are heard. The work that the college senator position entails is loosely defined. This provides you with quite a bit of freedom but can also be confusing. When you start in the Senator position, ask questions. Even if questions cannot be answered immediately, you will gain more insight just by asking.
To: Associated Student (AS) Senate

From: Student Technology Fee Tech Initiatives Committee
       Gabe Wong, AS Senate President, Co-Chair
       John Farquhar, Director of ATUS, Co-Chair

Date: May 13, 2024

Subject: Student Technology Fee - 2024 Tech Initiatives Funding Recommendation

The Student Technology Fee (STF) Tech Initiatives Committee requests your approval of its funding recommendation for the 2024 Tech Initiatives proposals.

Assuming Student Senate approval, the funding recommendation then will go to President Randhawa for final review and approval.

Tech Initiatives Process to Date

The STF Tech Initiatives Committee reviewed 11 abstracts during winter quarter and 9 resulting proposals during spring quarter. The committee conducted site visits or follow-up Q&A with applicants for each proposal. The committee also considered the Academic Technology Committee’s recommendation for proposal funding and comments from the Western community.

After careful review and consideration, the STF Tech Initiatives Committee approved this recommendation for STF Tech Initiatives projects on May 10, 2024.

The 7 recommended projects and awards of $214,066 are listed on page 2. This year's estimated fee allocation for Tech Initiatives is approximately $245,000 ($180,400 from the normal allocation and $64,600 from STF surplus funds). The committee did not recommend awarding $30,934 of available funds.

Thank you for considering this recommendation. Please notify the committee as soon as it is approved. Once the committee receives AS Senate approval, they will send the recommendation to President Randhawa for final review and approval.

If the AS Senate chooses not to approve the STF Tech Initiatives Committee’s recommendation, refer to section VIII. Rules of Operation in the Student Technology Fee Tech Initiatives Committee Charge & Charter (October 2022).
<table>
<thead>
<tr>
<th>Assigned Numbers</th>
<th>Proposals</th>
<th>Awards*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Life Cycle Assessment Database and Software (CENV priority 1. Full funding.)</td>
<td>$9,806</td>
</tr>
<tr>
<td>2</td>
<td>Clinic Equipment to Enhance Student Clinical Experience in Balance Testing, Hearing Aids, and Instrumentation (CHSS priority 1. Full funding.)</td>
<td>$85,205</td>
</tr>
<tr>
<td>4</td>
<td>Ray Gun Research Experiences for Undergraduates: How an X-Ray Fluorescence (XRF) Spectrometer Can Integrate (and Expand Access to) Cutting-Edge Technologies in Teaching and Research (CHSS priority 3. Full funding after $5,000 contribution.)</td>
<td>$60,798</td>
</tr>
<tr>
<td>5</td>
<td>Signal Process Modules for Physics Junior Labs (CSE priority 1. Full funding after $3,000 contribution.)</td>
<td>$21,894</td>
</tr>
<tr>
<td>6</td>
<td>Loan Pool Mirrorless Cameras (Non-College, ATUS proposal. Partial funding after $1,000 contribution. Five complete camera kits instead of the ten requested.)</td>
<td>$17,210</td>
</tr>
<tr>
<td>7</td>
<td>Expanding Research Capabilities and Class Accessibility through True-Color Camera Application for Laser-Scanning Fluorescent Confocal Microscope (Non-College, Scientific Technical Services (SciTech) proposal. Full funding.)</td>
<td>$11,626</td>
</tr>
<tr>
<td>8</td>
<td>Increase Liquid Chromatography Mass Spectrometry (LC-MS) Instrumentation Data Analysis Capabilities with Spectral Libraries (Non-College, Scientific Technical Services (SciTech) proposal. Full funding after $500 contribution.)</td>
<td>$7,527</td>
</tr>
</tbody>
</table>

**Total:** $214,066

*Note: An award total may change slightly (increase or decrease) after the project’s technical review phase.
ASWWU Student Senate Bylaws
Effective May 23, 2022, per ASWWUSEN-22-S-17
For Approval May 2024

Article I. Name and Objectives

Section A – Name
The name of this governing body is the Associated Students of Western Washington University (ASWWU) Student Senate, the council is the Associated Students Student Senate, hereafter known as the Student Senate.

Section B – Definition
The Senate is a legislative branch within the ASWWU charged with representing student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College represent students within their respective colleges, while four At-Large Senators represent all students.

Section B – Objectives
The purpose of the Student Senate is to serve as a legislative body in coordination with the AS Executive Board (ASEB) on relevant student issues and ensure representation from all students of Western Washington University. The Student Senate will be comprised of student senators representing the eight WWU Colleges on campus, and students at-large. The Student Senate will not be limited in the scope of issues it covers. Issues discussed by the Senate can originate from the ASEB, other Associated Students offices (AS), University committees, within the Senate itself, or directly from students. The Student Senate has the ability to draft, approve, and release resolutions on any issues brought before it. The Student Senate will also approve any changes to the charge and charter of the AS Election Board. Overall, the Student Senate will be part of a bicameral system in the AS, acting as a separate and equal-in-power body from the ASEB.

Article II. Granted Authorities and Scope

Section A – Granted Authorities
1. The Senate’s specific authorities are defined in the ASWWU Constitution.

2. The Senate shall work with the Executive Board to jointly exercise the general authorities of the ASWWU, defined in the ASWWU Constitution and the ASWWU Charter.

3. The Senate has the exclusive right to interpret its Bylaws.

The ASWWU 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:

To administer and appropriate monies allocated to the ASWWU by the Services and Activities Fee Committee to ensure continuous, safe, and efficient operations.

This administration will be done in coordination with the ASEB prior to each fiscal year, by both bodies electing 20 percent of their seated membership to a co-committee designated to AS budget needs.

To appoint student representatives to standing University committees, and other bodies upon request.

To be provided by the University Administration all information pertaining to the usage of student fee dollars.

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.

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.
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 ASWWU Student Senate may be reviewed by the University President or their designee.

To reserve the final right to confirm all elected members of the ASEB, pursuant to a simple majority of seated membership.

All Granted Authorities are subject to Amendment One, Section One under Article XI of the By-Laws

Section B – Scope of the Senate
Though the Senate is not limited in the scope of issues it may address, there are some matters outside the body’s direct control. Issues that the Senate may concern itself with may originate from the AS Executive Board, Associated Students offices, University Committees, within the Senate itself, or directly from students. Issues can include but are not limited to academic affairs such as departmental policies, curriculum design, and academic support services, as well as Executive Board, Associated Students, or University Committees affairs.

Section C – Scope of the Senator
The Senator has the primary responsibility to represent the diverse interests of their constituents, the students enrolled in the college they represent. As such, Senators should focus their advocacy and representation on issues in their college or issues their constituents are concerned about.

Article II. Article III. Membership Qualifications

Section A – Individual Membership Eligibility
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.

To be eligible to serve on the Senate an undergraduate or graduate student must maintain at least half-time enrollment (6 undergraduate credits or 4 graduate credits) and maintain good academic standing.

1. Students eligible to serve on the Senate may represent only the college which houses their declared major or pre-major. Such students may not represent multiple colleges, nor may they represent the college housing their declared minor.

2. Students eligible to serve on the Senate may only represent the Graduate School if they are graduate students.

3. Students eligible to serve on the Senate may represent students at-large regardless of their class or major status.

4. Students eligible to serve on the Senate may serve as Senate President regardless of their class or major status.

Section B – Term of Office
The term of office for Senators and the Senate President is set forth in the AS Constitution. 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 ASEB.

Section C – New Members
The Senate President must be elected during a general or special election. Senators shall be elected in accordance with the AS Constitution and the Election Code. However, Senator seats not filled in the general elections or that become vacant during the academic year by resignation or removal will be filled by appointment, but at the discretion of the Senate, shall be filled by special election as outlined in the Election Code.

In those instances, to appoint a Senator,

1. a hiring committee consisting of the Senate President, Vice Chair, Senate Advisor, and co-senator will select an applicant, and
2. the Senate will vote to confirm the appointment with a 2/3rd majority of the seated, voting membership.

New Student Senators will be elected by eligible voting members of the WWU student body. Student Senators will then be acknowledged by the ASEB two weeks or less after election results.

   1. 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 Office of Civic Engagement (OCE) Support Staff.
   2. The Senate President will consult the Assistant Director for Student Representation & Governance during the Student Senate confirmation process, in order to confirm eligibility.

Section D – Representation

Students are only eligible to represent a single college within their major(s) or declared pre-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.

Section D – Vacancy of the Senate President

Should the position of Senate President become vacant, the Vice-Chair will temporarily assume the duties of the Senate President, until a new Senate President is elected in a special election, in accordance with AS special election policies.

If the positions of both the Senate President and Vice-Chair will be vacant concurrently, the Assistant Director for Student Representation and Governance will appoint a sitting Student Senator to temporarily assume the duties of the Senate President, until a new Senate President is elected, in accordance with AS special election policies.

If the Senate President is relieved from their positions before the conclusion of their responsibilities by winter or spring quarter of the current Academic Year, the Student Senators vote with a 3/4th majority to either promote the Vice-Chair to the Senate President, or to hold a campus special election. This election will be in coordination with the AS OCE.

Article III. Senate Leadership

Section A – Designations

The membership of the Senate will be comprised of the following members:

1. Senate President: non-voting member, serving as chair, to be elected in accordance with AS Election procedures.
2. Senators from each college and 4 at-large for a total of 20 Senators, as described in the AS Constitution: voting members as follows:
   - 2 Student Senators to represent students in the College of Business and Economics.
   - 2 Student Senators to represent students in the College of Fine and Performing Arts.
   - 2 Student Senators to represent students in the College of Humanities and Social Sciences.
   - 2 Student Senators to represent students in the College of Science and Engineering.
   - 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
   - 2 Student Senators to represent students in the Graduate School.
   - 2 Student Senators to represent students in the Huxley College of the Environment.
   - 2 Student Senators to represent students in the Woodring College of Education.
   - 4 Student Senators to represent students yet to be declared in any specific WWU College, with no intent to declare in the current academic year.

The AS Board Assistant for Academic Shared Governance (1 Student Government Assistant: non-voting member, serving as secretary).

The Assistant Director of Student Representation and Governance (1 Senate Advisor: non-voting, serving as advisor).

Section A – Section B – Leadership Responsibilities

The Leadership of the Senate will consist of the Senate President, Vice-Chair, Communications Officer, Secretary, and Advisor.
The Senate President may not vote on both the ASEB and the Student Senate concurrently. The Senate President must fulfill all obligations of the Student Senate job description and the AS Election Code, available with the ASEB Program Assistant.

1. **The duties of the Senate President will be include but are not limited to:**
   a. Chair, facilitate, and create agendas for the Senate.
   b. Student Senate
   c. Student Technology Fee Committee.
   b. Co-chair the Student Technology Fee Committee.
   b.c. Work with the Student Senate Vice–Chair and Advisor to ensure that Senators sit on all committees needing representation from the Senate, unless vacant, to assign Committee and voting responsibilities.
   d. By the second meeting, work to assign student senators to the following committees, including but not limited to:
   e. Academic Coordinating Commission.
   f. Academic Coordinating Commission Executive Board.
   g. Academic Fee Committee.
   h. Bottleneck Funding Request Committee.
   i. Career Services Center Advisory Board.
   j. Center for Service Learning Advisory Board.
   k. Committee on Undergraduate Education.
   l. Enrollment Fee Funding Allocation Committee.
   m. First Year Experience Advisory Committee.
   n. Scholars Week Steering Committee.
   o. Student Technology Center Governing Board.
   q. University Planning and Resource Council Executive Board.
   r. Western Integrity Coalition.
   s. Student & Activities Committee.
   c.d. Serve as a recurring invitee on the Faculty Senate and WWU Board of Trustees.
   t. Faculty Senate.
   u. WWU Board of Trustees.
   e. Delegate the responsibilities of the Senate President to the Vice–Chair or Senators at their discretion.
   f. Prepare the Senate budget (FXXSSN) request with the Budget Authority.
   g. Manage the discretionary expenditures of the Senate budget (FXXSSN) by deciding how to allocate funds to things such as but not limited to posters, name tags, etc.

Work to ensure the stewardship of student funds, in accordance with Associated Student goals and policies, by management of the following fund(s):

Academic Affairs (FXXSBR–ASBAAX)
Vice–Chair

The Vice–Chair may not serve concurrently as member of the ASEB.

2. **The duties of the Vice–Chair will be include but are not limited to:**
   a. Perform the duties of the Senate President in the absence of the Senate President. While serving as the Senate President, the Vice–Chair will not have voting privileges. If neither the Senate President nor Vice–Chair is present, the meeting will be adjourned, and all items will be tabled.
   b. Work with the Senate President and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   1. Sit on fewer committees to accommodate Vice–Chair duties, as needed.
   2. Coordinate forums and other student outreach activities as needed or assigned by the Senate President.
   3. Assist the Senate President with committee appointments, and committee scheduling as assigned.
4. 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.

c. Serve as the interim Senate President following a dismissal of the Senate President. See Article 3, Section E.

3. The duties of the Communications Officer include but are not limited to:
   a. Manage the Senate social media.
   b. Coordinate Senate outreach to students through a variety of methods.
   c. Staying in communication with the Communications Office, Wavelength, and other relevant AS Offices.
   d. Coordinate forums and other student outreach activities as needed or assigned by the Senate President.
   e. Sit on fewer committees to accommodate Communications Officer duties, as needed.

3. The duties of the Secretary will be include but are not limited to:
   a. Publish the meeting agenda and documents per the Open Public Meetings Act.
   b. Reserve the room for Senate meetings.
   c. Set up Senate meetings.
   d. Upload meeting recordings, when available.
   e. Take and publish the meeting minutes of the Student Senate.

4. The duties of the Senate Advisor include but are not limited to:
   a. Meet with each Senator at minimum bi-weekly to discuss their work and well-being.
   b. Track Senate meeting attendance and follow up with absent Senators about absences.
   c. Assist the Senate President in maintaining parliamentary order procedure.
   d. Keep the ASWWU Senate webpage up to date.

Section C – Leadership Selection, Vacancy, and Demotion

The Vice-Chair and the Communications Officer are selected by the Senate as follows:

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. Candidates for nomination include all Senators. Each Senator has the ability to make one nomination to each position. Senators can nominate any Senator, including themselves. Nominations must be seconded by any additional Senator. Students Senators may decline the nomination for the Vice-Chair at their discretion.

1. Elections Selection will be a two-meeting process. Nominations will be held 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 or Communications Officer. Voting will be held during the second meeting. The Vice-Chair and Communications Officer will then be selected by separate majority votes of the Senate. In the case of more than two candidates, the Vice-Chair or Communications Officer will be selected by an instant runoff vote.

2. Each Senator has the ability to make one nomination.

3. Elections will be held This process will take place any time there is a vacancy in the positions of Vice-Chair. The two-meeting process will begin at the next regularly scheduled meeting of the Student Senate after a vacancy occurs.

The Vice-Chair or Communications officer may be removed demoted from their leadership position by a two-thirds (2/3rd) vote of the Student Senate. Such removal will not affect their status as a Senator.

Students Senators may decline the nomination for the Vice-Chair at their discretion.

Section B – Secretary

The Secretary of the Student Senate will be the AS Board Assistant for Academic Shared Governance.

a. The duties of the Secretary will be to:
   a. Take and publish the minutes of the Student Senate.
   b. Assist the Senate President in maintaining parliamentary order.
e. Serve as an advisor to the Student Senate in all matters concerning parliamentary procedure.

d. Manage and organize the Student Senate documents.

e. Work with the Senate President and the Vice-Chair bi-weekly to maintain communication
   between the ASEB and the Student Senate.

b. The Secretary of the Senate is a non-voting member.

Section C—Removal of Senate Leadership Positions

1. The Senate President may be removed in accordance with the Student Code of Conduct & the AS
   Elections Code (available in the Personnel Office & with the AS Elections Coordinator).
   a. If the Senate President’s employment is terminated, they may refile for elections the following
      year.
   b. If the Senate President’s employment is terminated, See Article 3, Section E.

2. The Vice-Chair may be removed from their position by a two-thirds 2/3rd vote of the Student Senate.
   Such removal will not affect their status as a Senator.

Section D—Section A—Vacancy of the Senate President

Should the position of Senate President become vacant, the Vice-Chair will temporarily assume the duties
of the Senate President, until a new Senate President is elected, in accordance with AS special election
policies.

2. If the positions of the Senate President and Vice-Chair will be vacant concurrently, the AS Assistant
   Director for Student Representation and Governance will appoint a sitting Student Senator to
   temporarily assume the duties of the Senate President, until a new Senate President is elected, in
   accordance with AS special election policies.

3. If the Senate President is relieved from their positions before the conclusion of their responsibilities by
   winter or spring quarter of the current Academic Year, the Student Senators vote with a 3/4th majority
   to either promote the Vice-Chair to the Senate President, or to hold a campus special election. This
   election will be in coordination with the AS OCE.

Senate Membership

Section E—Section A—Designations

1. 1 Senate President to be elected in accordance with AS Election procedures.

2. 1 Senators as follows:
   a. 2 Student Senators to represent students in the College of Business and Economics.
   b. 2 Student Senators to represent students in the College of Fine and Performing Arts.
   c. 2 Student Senators to represent students in the College of Humanities and Social Sciences.
   d. 2 Student Senators to represent students in the College of Science and Engineering.
   e. 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
   f. 2 Student Senators to represent students in the Graduate School.
   g. 2 Student Senators to represent students in the Huxley College of the Environment.
   h. 2 Student Senators to represent students in the Woodring College of Education.
   i. 4 Student Senators to represent students yet to be declared in any specific WWU College,
      with no intent to declare in the current academic year.

3. The AS Board Assistant for Academic Shared Governance (non-voting member, serving as secretary).

4. The Assistant Director of Student Representation and Governance (non-voting, serving as advisor).

Section F—Vacancies

1. Vacancies will be filled in accordance with Article II, Section C.

2. In the event that no one is elected from one of the designated standings fisted in Article IV, Section
   A, then that position will remain open until appointed by the Senate President, Vice-Chair, and the
   AS Board Assistant for Academic Shared Governance and then confirmed with a 2/3rd vote of the
   Student Senate.

3. 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.

Section G - Section D – Duties of the Student Senator

A Senator may not serve concurrently as member of the ASEB. The student must be currently enrolled at WWU and have the correct college standing for the position to which they are seeking election. The student must commit time to Student Senate business outside of bi-weekly Student Senate meetings (approximately 4 to 6 hours per week). Student Senators should have a strong interest in Western’s community and provide a unique perspective to the Student Senate and WWU as a whole.

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

1. Attend all meetings of the Student Senate, unless previously notifying Senate Leadership of necessary absence (see Article IV, Section D: Attendance).
2. Attend all meetings of the 2–3 committees sat on, unless previously notified Senate Leadership and Committee Chair of necessary absence.
3. Attend all meetings with the Senate Advisor, unless previously notified Senate Advisor of necessary absence.

Sit on 1 to 3 AS or University Committees as assigned by the Senate President and Vice-Chair.

4. Be accessible by direct and appropriate communication to meet with constituents as needed.

The duties of an effective Senator are to:

1. Serve as an active participant on 2–3 committees by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.
2. Serve as an active participant in all Student Senate meetings by attending all committee meetings, actively listening during meetings, and preparing for meetings by coming prepared having reading appropriate materials in advance, minutes and documents as well as bringing finished Committee Reports from any assigned meetings since the last Student Senate meeting.

2.3. Inform the Student Senate about relevant information pertaining to WWU, ASWWU, and committees on campus and committee activities and other relevant information.
3.4. Submit necessary documents for presentation to the Student Senate, to the Senate President and Secretary within the assigned deadline for Student Senate meetings.
4.5. Help coordinate events as designated by Senate Leadership, the Senate President, or the Vice-Chair.
5.6. Bring forward issues to the Student Senate that are of concern to the Senators College, or the WWU campus as a whole.

6.1. Be accessible by direct and appropriate communication to meet with constituents as needed.
7.8. Review, nominate, and participate in the appointment process of students to University, Faculty Senate, AS, and college-specific committees to which the Senate appoints.

   Review and nominate student members for:
   Academic Coordinating Commission.
   Academic Honesty Board.
   Academic Technology Committee.
   Excellence in Teaching Award Committee.
   Faculty Outstanding Services Award Committee.
   Graduate Council.
   International Programs Advisory Committee.
   Learning Commons Advisory Board.
   Peter J. Eich Excellence in Teaching Award Committee.
   Robert T. Kleinknecht Excellence in Teaching Award Committee.
   Senate Library Committee.
   Student Academic Grievance Board.
   Student Technology Center Governing Board.
9. Regularly communicate with fellow Senators, Senate Leadership, and collaborators outside the Senate.
10. Collaborate with AS Executive Board members and other Associated Student staff on relevant projects.
11. Meet with the Dean and/or Associate Dean of their represented College.
12. Commit 7–10 hours per week to Senate work.

Section H – Attendance
Members are expected to attend all Senate meetings and all their committee meetings unless they notify the Senate Leadership or the Committee Chair about a necessary absence. They do not need to disclose the reason for their absence. Each Senator will be allowed two absences from a Student Senate meeting per quarter, and two absences from an assigned Committee per quarter.

If a member fails to notify Senate Leadership about two absences to Senate meetings, they must meet with the Senate President and Senate Advisor to discuss the following: Following a third absence, the Student Senator must meet with the Senate President and the Assistant Director for Student Representation and Governance, and discuss appropriate consequences, including but not limited to:

1. The member’s well-being.
1.2. Additional Re-evaluation of Committee assignments.
2. Reallocation of Student Senator Stipend.
3. Loss of voting privileges for one-cycle of a Student Senate meeting, to be completed immediately following sanctions.
4.3. Potentially Recommending resignation from the Student Senate.

If a member is unable to attend a meeting in-person, they may request a virtual attendance option with at least 24 hours’ notice. Members do not need to disclose the reason for needing a virtual option.

Section I – Removal
Any member of the Student Senate may be relieved from the Student Senate for violating any requirements set forth in these Bylaws, AS Student Government Charter, or the AS Constitution, or the AS Code of Conduct. The process of removal will be a two-meeting process.

1. To remove a Student Senator;
   a. A motion to recommend the removal of a Senator must state which condition was allegedly violated and should be considered like any other motion.
   b. A Student Senator may be recommended for removal by 2/3rd affirmative vote of the seated membership of the Student Senate; the Student Senators will then have one-week deliberation.

   c. At the beginning of the following meeting, the Senator in question will have no more than approximately 15 minutes to defend the claims against them. The Student Senate will then vote on a motion to remove the Senator, and it this will require a 2/3rd vote to relieve the Student Senator from their duties of the Senate as well as a 2/3rd vote of the AS Executive Board.

   d. Once a Senator is relieved of duties removed, 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 approved by the conclusion of the following Student Senate meeting on why the aforementioned Student Senator was relieved of duties removed.

   e. The Senate President and Vice-Chair will have the vacant Committee Assignments redistributed by the following Student Senate meeting.

2. To remove the Student Senate President;
   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 2/3rd vote of seated membership, as well as a 2/3rd vote of the seated ASEB.
c. The vacancy of the Student Senate President will be filled in accordance with Article III, Section CE of these By-laws. The AS Constitution provides for a recall mechanism separate from this Bylaws removal process.

Section J – Section A – Quorum

Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items for the Student Senate, until the next scheduled meeting.

Article IV. Article V. – Meetings

Section A – Meetings

The Senate will hold meetings at least minimum bi-weekly (every other week) meetings in consideration of other standing meeting times. Senate leadership may hold additional meetings for certain urgent circumstances such as filling a Senator vacancy.

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 President.

All meetings conducted by the ASWWU Student Senate will must adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

Section B – Quorum

Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items for the Student Senate, until the next scheduled meeting.

Section C – Voting

In order for an action item or resolution to pass, it must obtain a quorum of the eligible votes cast. An abstention by a Student Senator will not count as a vote cast in favor or against the motion under consideration. Votes can be cast virtually or in-person. Votes cannot be cast by proxy.

Voting may be done via electronic device, but only with prior approval of the Senate President and Vice-Chair, and only under irregular or extreme circumstances.

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.

Section B – Section D – 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 at the discretion of Senate Leadership according to Article IV, Section F. If neither the Senate President nor Vice-Chair is present, the meeting will be adjourned, and all items will be tabled.

Article V. – Voting

Section A – Voting

In order for an action item or resolution to pass, it must obtain a quorum of the eligible votes cast. An abstention by a Student Senator will not count as a vote cast in favor or against the motion under consideration. Votes can be cast virtually or in-person. Votes cannot be cast by proxy.

1. Voting may be done via electronic device, but only with prior approval of the Senate President and Vice-Chair, and only under irregular or extreme circumstances.

2. 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 VI. Subcommittees, Task Forces, and Working Groups

Section A—Committee Assignments

1. Each Senator will be appointed by the Senate President and the Vice-Chair to sit on 1-3 committees within WWU and the AS governance structure.
   a. These committees include, but are not limited to the:
      i. Academic Coordinating Commission.
      ii. Academic Coordinating Commission Executive Board
      iii. Academic Fee Committee
      iv. Bottleneck Funding Request Committee
      v. Career Services Center Advisory Board
      vi. Center for Service Learning Advisory Board
      vii. Committee on Undergraduate Education
      viii. Enrollment Fee Funding Allocation Committee
      ix. First Year Experience Advisory Committee
      x. Scholars Week Steering Committee
      xi. Student Technology Center Governing Board
      xii. University Planning and Resource Council
      xiii. University Planning and Resource Council Executive Board
      xiv. Western Integrity Coalition.
   b. 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, pursuant to Article IV, Section C, and Number 1.

2. Student Senators may serve on additional committees not assigned to them by the Senate President or the Vice-Chair but may not do so in their official capacity as an AS Student Senator, only as a private student.

3. The Student Senate retains the ability to create sub-committees as seen fit by the Senate President and Vice-Chair, with a vote of 51% of seated membership in the affirmative of said committee creation.

Section A — Subcommittees
The Senate may vote to create formal sub-committees.

Section B — Task Forces and Working Groups
Senators and the Senate may form task forces and working groups as they see fit.

Article VII. Reportage

Section A — Reportage
The Student Senate will not report to any other body. The Senate President will provide a regular report on the Senate to the AS Executive Board, Faculty Senate, and the Western Washington University Board of Trustees, in the spirit of shared governance, but will provide a report to the Senate President on request of the ASEB or the Western Washington University Board of Trustees, in the spirit of shared governance.

However, the Student Senators themselves will report on their assigned committees or on the needs of their constituents to the entirety of the Student Senate at the scheduled meetings of the Student Senate.

Section B — Oral Senate Reports
However, the Student Senators themselves will regularly report on their assigned committees, individual projects, or on the needs of their constituents to the entirety of the Student Senate at the scheduled meetings of the Student Senate.

Section B — Section C — Referral from the AS Executive Board
The AS Executive Board may refer any matter to the Senate for its consideration, including application of personnel policies. Such referral should occur when the ASEB wishes to provide for greater student input or allow further time for public comment. The Senate may also make recommendations to the ASEB via the Senate President.
Section C – Implementation of AS Elections Code Against the ASEB

Any Student Senator may choose to bring an item to the Student Senate in regard to any member of the ASEB or Student Senator directly defying or disobeying the AS Elections Code.

1. Such an item will require the immediate attention of the Student Senate, who will then create a subcommittee of the Student Senate with the guidance of the Senate President to conduct an official investigation in coordination with the AS Personnel Office.

   a. If found guilty of the aforementioned actions by the sub-committee, the accused member of the ASEB will be subject to consequences at the discretion of the entirety of the Student Senate.

   b. These consequences are subject, but not limited to:
      i. Issuing a formal apology against actors involved, to be approved by the Student Senate with a 51% vote.
      ii. A publicly written address to the student body of WWU, to be approved by a 51% vote of the Student Senate.
      iii. Loss of certain position privileges, to be determined in coordination with the Assistant Director for Student Representation and Governance and confirmed by a 51% of the Student Senate.
      iv. Formal removal of the aforementioned party, to be enforced by the Assistant Director for Student Representation and Governance and the ASEB and confirmed with a 3/4th Student Senate vote.

Article VIII. Article I.Granted Authorities

Section A. Granted Authorities

The ASWWU 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.
   - This administration will be done in coordination with the ASEB 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 ASWWU Student Senate may be reviewed by the University President or their designee.

7. To reserve the final right to confirm all elected members of the ASEB, pursuant to a simple majority of seated membership.

All Granted Authorities are subject to Amendment One, Section One under Article XI of the By-Laws

Article IX. Article VIII.Books and Records

Section A. Meeting Records

The Student Senate will keep accurate records and minutes of its proceedings on its website, and will keep a record of its seated membership, with the help of the Student Senate Secretary.
These minutes are to be made readily available to the public as soon as is possible, following approval by the Student Senate. The Senate will keep meeting recordings available online for at least 5 years, except where impractical.

**Section B – Agendas and Meeting Materials**
The Senate will publish its agendas and meeting materials on its website; both the submitted materials and the formally approved materials will be published.

**Section C – Membership Records**
The Senate will keep a record of its seated membership, with the help of the Senate Secretary.

**Section D – Annual Reports**
Annual reports will be created by each college’s Senators, each subcommittee, each leadership position, and the Senate as a whole. The Senate may request subcommittee reports from informal working groups and task forces. Finalized reports will be filed with Senate leadership. The annual Senate report will be finalized by a vote of the Senate. All annual reports will be published on the Senate webpage. The purpose of the reports is to record what work the Senate did in a given year and give year-over-year cohesion. The content of the reports will be defined by the Senate.

**Section B – Legacy Document**
The Student Senators for each college as well as the senators in each senate-level committee will maintain a “Legacy Document” of completed and ongoing projects within their college/committee.

i. For completed projects, the document should include the results of the project, credit to important collaborators, and a short summary.

ii. For ongoing projects, the document should outline completed and incomplete tasks, as well as introducing important collaborators and contacts for the continuation of the project.

**Section C – Senate Report**

i. A summary of each completed and ongoing project will be compiled into a yearly senate report.

ii. This senate report should not contain any personally biasing information about WWU faculty/staff or Bellingham community members involved in projects.

iii. This report should be voted to finalize at the end of the school year and made public.

**Article X. Article IX. Amendments**

**Section A – Amendments**
The Student Senate will have the power to make, alter, and may amend the Student Senate Bylaws Charge and Charter or By-Laws by an affirmative vote of a 3/4th majority of its seated, voting membership and in accordance with the AS Constitution the Student Senate.

**Amendment One, Section One**
The AS WWU Executive Board and the Western Washington University Board of Trustees shall review, and permanently establish the aforementioned Granted Authorities to the ASWWU Student Senate following a successful academic year of 7 2018-2019, with consideration to an advisory vote of the Student Senate in favor of the Granted Authorities. To permanently establish the Granted Authorities in consideration to the future of the AS WWU Student Senate, the AS WWU Executive Board and the Western Washington University Board of Trustees will need a simple majority vote according to their Charge & Charter’s, respectively. This vote will be held prior to the end of the 2018-2019 Academic Year.
ASWWU Student Senate Bylaws (For Approval May 2024)

Article I. Name and Objectives

Section A – Name
The name of this governing body is the Associated Students of Western Washington University (ASWWU) Student Senate, hereafter known as the Senate.

Section B – Definition
The Senate is a legislative branch within the ASWWU charged with representing student interests in academic affairs such as department policies, curriculum design, and academic support services. Two senators from each College represent students within their respective colleges, while four At-Large Senators represent all students.

Article II. Granted Authorities and Scope

Section A – Granted Authorities
1. The Senate’s specific authorities are defined in the ASWWU Constitution.
2. The Senate shall work with the Executive Board to jointly exercise the general authorities of the ASWWU, defined in the ASWWU Constitution and the ASWWU Charter.
3. The Senate has the exclusive right to interpret its Bylaws.

Section B – Scope of the Senate
Though the Senate is not limited in the scope of issues it may address, there are some matters outside the body's direct control. Issues that the Senate may concern itself with may originate from the AS Executive Board, Associated Students offices, University Committees, within the Senate itself, or directly from students. Issues can include but are not limited to academic affairs such as departmental policies, curriculum design, and academic support services, as well as Executive Board, Associated Students, or University Committees affairs.

Section C – Scope of the Senator
The Senator has the primary responsibility to represent the diverse interests of their constituents, the students enrolled in the college they represent. As such, Senators should focus their advocacy and representation on issues in their college or issues their constituents are concerned about.

Article III. Membership Qualifications

Section A – Eligibility
To be eligible to serve on the Senate an undergraduate or graduate student must maintain at least half-time enrollment (6 undergraduate credits or 4 graduate credits) and maintain good academic standing.
1. Students eligible to serve on the Senate may represent only the college which houses their declared major or pre-major. Such students may not represent multiple colleges, nor may they represent the college housing their declared minor.
2. Students eligible to serve on the Senate may only represent the Graduate School if they are graduate students.
3. Students eligible to serve on the Senate may represent students at-large regardless of their class or major status.
4. Students eligible to serve on the Senate may serve as Senate President regardless of their class or major status.

Section B – Term of Office
The term of office for Senators and the Senate President is set forth in the AS Constitution.

Section C – New Members
The Senate President must be elected during a general or special election. Senators shall be elected in accordance with the AS Constitution and the Election Code. However, Senator seats not filled in the general elections or that become vacant during the academic year by resignation or removal will be filled by appointment, but at the discretion of the Senate, shall be filled by special election as outlined in the Election Code.
In those instances, to appoint a Senator,
1. a hiring committee consisting of the Senate President, Vice Chair, Senate Advisor, and co-senator will select an applicant, and
2. the Senate will vote to confirm the appointment with a 2/3rd majority of the seated, voting membership.

Section D – Vacancy of the Senate President
If the position of Senate President becomes vacant, the Vice-Chair will temporarily assume the duties of the Senate President until a new Senate President is elected in a special election.
If the positions of both the Senate President and Vice-Chair are vacant concurrently, the Senate Advisor will appoint a current Senator to temporarily assume the duties of the Senate President until a new Senate President is elected.

Article IV. Membership

Section A – Composition
The membership of the Senate will be comprised of the following members:
1 Senate President: non-voting member, serving as chair.
2 Senators from each college and 4 at-large for a total of 20 Senators, as described in the AS Constitution: voting members.
1 Student Government Assistant: non-voting member, serving as secretary.
1 Senate Advisor: non-voting, serving as advisor.

Section B – Leadership Responsibilities
The Leadership of the Senate will consist of the Senate President, Vice-Chair, Communications Officer, Secretary, and Advisor.
1. The duties of the Senate President include but are not limited to:
   a. Chair, facilitate, and create agendas for the Senate.
   b. Co-chair the Student Technology Fee Committee.
   c. Work with the Senate Vice-Chair and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   d. Serve as a recurring invitee on the Faculty Senate and WWU Board of Trustees.
   e. Delegate the responsibilities of the Senate President to the Vice-Chair or Senators at their discretion.
   f. Prepare the Senate budget (FXXSSN) request with the Budget Authority.
   g. Manage the discretionary expenditures of the Senate budget (FXXSSN) by deciding how to allocate funds to things such as but not limited to posters, name tags, etc.
2. The duties of the Vice-Chair include but are not limited to:
   a. Perform the duties of the Senate President in the absence of the Senate President. While serving as the Senate President, the Vice-Chair will not have voting privileges.
   b. Work with the Senate President and Advisor to ensure that Senators sit on all committees needing representation from the Senate.
   c. Sit on fewer committees to accommodate Vice-Chair duties, as needed.
3. The duties of the Communications Officer include but are not limited to:
   a. Manage the Senate social media.
   b. Coordinate Senate outreach to students through a variety of methods.
   c. Staying in communication with the Communications Office, Wavelength, and other relevant AS Offices.
   d. Coordinate forums and other student outreach activities as needed.
   e. Sit on fewer committees to accommodate Communications Officer duties, as needed.
3. The duties of the Secretary include but are not limited to:
   a. Publish the meeting agenda and documents per the Open Public Meetings Act.
   b. Reserve the room for Senate meetings.
   c. Set up Senate meetings.
d. Upload meeting recordings, when available.
e. Take and publish meeting minutes.

4. The duties of the Senate Advisor include but are not limited to:
   a. Meet with each Senator at minimum bi-weekly to discuss their work and well-being.
   b. Track Senate meeting attendance and follow up with absent Senators about absences.
   c. Assist the Senate President in maintaining parliamentary procedure.
   d. Keep the ASWWU Senate webpage up to date.

Section C – Leadership Selection, Vacancy, and Demotion
The Vice-Chair and the Communications Officer are selected by the Senate as follows:

1. Candidates for nomination include all Senators. Each Senator has the ability to make one nomination to each position. Senators can nominate any Senator, including themselves. Nominations must be seconded by any additional Senator. Senators may decline the nomination for the Vice-Chair at their discretion.

2. Selection will be a two-meeting process. Nominations will be held the first meeting and remain open until the next meeting. Senators will have the opportunity at the second meeting to speak to their abilities as the potential Vice-Chair or Communications Officer. Voting will be held during the second meeting. The Vice-Chair and Communications Officer will then be selected by separate majority votes of the Senate. In the case of more than two candidates, the Vice-Chair or Communications Officer will be selected by an instant runoff vote.

3. This process will take place any time there is a vacancy in the positions. The two-meeting process will begin at the next regularly scheduled meeting of the Senate after a vacancy occurs. The Vice-Chair or Communications officer may be demoted from their leadership position by a two-thirds (2/3) vote of the Senate. Such removal will not affect their status as a Senator.

Section D – Duties of the Senator
The minimum duties of a Senator are to:

1. Attend all meetings of the Senate, unless previously notifying Senate Leadership of necessary absence (see Article IV, Section D: Attendance).
2. Attend all meetings of the 2–3 committees sat on, unless previously notified Senate Leadership and Committee Chair of necessary absence.
3. Attend all meetings with the Senate Advisor, unless previously notified Senate Advisor of necessary absence.
4. Hold regular office hours for meetings with constituents.
5. Serve as an active participant on 2–3 committees by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.
6. Serve as an active participant in Senate meetings by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.
7. Inform the Senate about relevant information pertaining to WWU, ASWWU, and committees.
8. Submit necessary documents for presentation to the Senate, to the Senate President and Secretary within the assigned deadline for Senate meetings.
9. Help coordinate events as designated by Senate Leadership.
10. Bring forward issues to the Senate that are of concern to the Senators College, or the WWU campus as a whole.
11. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.
12. Review, nominate, and participate in the appointment process of students to University, Faculty Senate, AS, and college-specific committees to which the Senate appoints.
13. Regularly communicate with fellow Senators, Senate Leadership, and collaborators outside the Senate.
14. Collaborate with AS Executive Board members and other Associated Student staff on relevant projects.
15. Meet with the Dean and/or Associate Dean of their represented College.
16. Commit 7–10 hours per week to Senate work.
Section E – Attendance
Members are expected to attend all Senate meetings and all their committee meetings unless they notify the Senate Leadership or the Committee Chair about a necessary absence. They do not need to disclose the reason for their absence.
If a member fails to notify Senate Leadership about two absences to Senate meetings, they must meet with the Senate President and Senate Advisor to discuss the following:
1. The member’s well-being.
2. Re-evaluation of committee assignments.
3. Potentially recommending resignation from the Senate.
If a member is unable to attend a meeting in-person, they may request a virtual attendance option with at least 24 hours’ notice. Members do not need to disclose the reason for needing a virtual option.

Section F – Removal
Any member of the Senate may be removed from the Senate for violating any requirements set forth in these Bylaws, AS Student Government Charter, or the AS Constitution. The process of removal will be a two-meeting process.
1. To remove a Senator;
   a. A motion to recommend the removal of a Senator must state which condition was allegedly violated and should be considered like any other motion.
   b. A Senator may be recommended for removal by 2/3rd affirmative vote of the seated membership of the Senate; the Senators will then have one-week deliberation.
   c. At the beginning of the following meeting, the Senator in question will have no more than 15 minutes to defend the claims against them. The Senate will then vote on a motion to remove the Senator, this will require a 2/3 vote of the Senate as well as a 2/3rd vote of the AS Executive Board.
   d. Once a Senator is removed, it will be the responsibility of the seated members of the Senate to assign 1/3rd of the Senate to draft an official resolution to be approved by the conclusion of the following Senate meeting on why the Senator was removed.
   e. The Senate President and Vice-Chair will have the vacant Committee Assignments redistributed by the following Senate meeting.
2. To remove the Senate President;
   a. An official motion will be filed by any Senator and will be brought to the attention of the Senate. The removal process will be the same as it were for a Senator, with the exception of a special or urgent Senate meeting, to be chaired by the Vice-Chair.
   b. This proceeding will require a 2/3rd vote of seated membership, as well as a 2/3rd vote of the seated ASEB.
   c. The vacancy of the Senate President will be filled in accordance with Article III, Section C of these bylaws.
The AS Constitution provides for a recall mechanism separate from this Bylaws removal process.

Article V. Meetings

Section A – Meetings
The Senate will hold meetings at minimum every other week. Senate leadership may hold additional meetings for certain urgent circumstances such as filling a Senator vacancy.
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 President.
All meetings conducted by the Senate must adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

Section B – Quorum
Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Senate President will table all voting items until the next scheduled meeting.
**Section C – Voting**
A motion must obtain a majority of the eligible votes cast to pass. An abstention will not count as a vote cast in favor or against the motion under consideration. Votes can be cast virtually or in-person. Votes cannot be cast by proxy.

**Section D – 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 at the discretion of Senate Leadership. If neither the Senate President nor Vice-Chair is present, the meeting will be adjourned and all items will be tabled.

**Article VI. Subcommittees, Task Forces, and Working Groups**

**Section A – Subcommittees**
The Senate may vote to create formal sub-committees.

**Section B – Task Forces and Working Groups**
Senators and the Senate may form task forces and working groups as they see fit.

**Article VII. Reportage**

**Section A – Reportage**
The Senate will not report to any other body. The Senate President will provide a regular report on the Senate to the AS Executive Board, Faculty Senate, and the Western Washington University Board of Trustees, in the spirit of shared governance.

**Section B – Oral Senate Reports**
Senators will regularly report on their assigned committees, individual projects, or on the needs of their constituents to the entirety of the Senate at the scheduled meetings of the Senate.

**Section C – Referral from the AS Executive Board**
The AS Executive Board may refer any matter to the Senate for its consideration. Such referral should occur when the ASEB wishes to provide for greater student input or allow further time for public comment. The Senate may also make recommendations to the ASEB.

**Article VIII. Books and Records**

**Section A – Meeting Records**
The Senate will keep accurate records and minutes of its proceedings on its website. These minutes are to be made readily available to the public as soon as is possible, following approval by the Senate. The Senate will keep meeting recordings available online for at least 5 years, except where impractical.

**Section B – Agendas and Meeting Materials**
The Senate will publish its agendas and meeting materials on its website; both the submitted materials and the formally approved materials will be published.

**Section C – Membership Records**
The Senate will keep a record of its seated membership, with the help of the Senate Secretary.

**Section D – Annual Reports**
Annual reports will be created by each college’s Senators, each subcommittee, each leadership position, and the Senate as a whole. The Senate may request subcommittee reports from informal working groups and task forces. Finalized reports will be filed with Senate leadership. The annual Senate report will be finalized by a vote of the Senate. All annual reports will be published on the Senate webpage. The purpose of the reports is to record what work the Senate did in a given year and give year-over-year cohesion. The content of the reports will be defined by the Senate.

**Article IX. Amendment**

**Section A – Amendment**
The Senate may amend the Student Senate Bylaws by an affirmative vote of a 3/4th majority of its seated, voting membership and in accordance with the AS Constitution.
I. CHARGE

The Conference Committee is a permanent body chartered to resolve differences between the Executive Board and Senate and ensure joint governance. The delegations from the Executive Board and from the Senate shall represent the views of their respective bodies rather than their personal views. The Conference Committee is required to come to consensus on,

- Any action on the same subject that passes or adopted by the two bodies in different forms;
- Any action that passes in one body but fails in the other;
- Disputes in the appointment of a student to a university or non-university body or committee;
- Resolutions articulating the official opinion of solely the Executive Board or Senate that the body would like to publicly share with the student body;
- The ASWWU Budget;
- The division of responsibilities between the Executive Board and Senate, where ambiguous;
- Amendments to or the creation of governance documents at the discretion of the committee;
- Consent to amendments of the elections code prior to the official presentation to either body;
- Initiatives and referenda prior to the official presentation to either body;
- And any other disagreements between bodies.

Once the conference on an item concludes the co-chairs are responsible for creating a conference report that presents the formal language to which the conference committee has agreed that will then be presented to the Executive Board and Senate for approval. When an item has been previously presented to either body or at the direction of the conference committee, the co-chairs are responsible for creating a joint explanatory statement that outlines the changes made and the process of reaching consensus.

II. MEMBERSHIP

Membership from AS Executive Board:
President (co-chair)
Executive Board Vice Chair, as designated by the Executive Board Bylaws

Membership from the Student Senate:
Senate President (co-chair)
Student Senate Vice Chair, as designated by the Senate Bylaws

If there is a vacancy in a position, the current acting Chair of each body must appoint an interim member of the conference committee at the next following meeting of the body. Interim membership shall cease when the vacancy is filled.

Non-voting Membership:
The Conference Committee reserves the right to bring in any content experts as needed.

III. CHAIR

The President and Senate President shall be co-chairs. They shall convene the meetings, develop agendas, preside over all meetings, and create the conference report and any joint explanatory statement.

IV. MEETINGS

The Co-chairs must agree on the time and place of all conference committee meetings. The committee shall generally meet every other week with a minimum of twenty-four (24) hours’ notice.

Meetings shall follow the Open Public Meeting Act when taking official action on behalf of the student government and as required by RCW 42.30.

V. VOTING

If the conference cannot come to a consensus among a majority of the voting membership on any matter within a reasonable timeframe, the conference shall refer the item back to both bodies and content experts, if needed, before bringing the item back to the conference for further deliberation. If a consensus cannot be reached after this point, then the item must be tabled until the first conference committee of the following academic year for possible consideration.

In the case where a budget cannot reach consensus among a majority of the voting membership of the conference then it shall be referred to the co-chairs and the Associated Students Fund Financial Manager to reach a final budget. When a budget is not passed by both bodies, the co-chairs must create a joint-explanatory statement that is attached to the final Associated Students budget.
VI. QUORUM
   The attendance of the entire seated voting membership shall constitute a quorum. If a quorum is not present, the Co-chairs will adjourn the meeting and reschedule to a new day and hour.

VIII. RULES OF OPERATIONS
   Conferences are negotiating forums, and the conferees decide for themselves how best to conduct their negotiations. They are expected to address only the matters outlined in this charter.

IX. AMENDMENTS
   This Charter may be amended by the consent of the Conference Committee and a majority vote of the AS Executive Board and Student Senate.

X. REPORTAGE
   This committee shall report to the AS Executive Board and Senate through the Co-chairs.