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); Lauren Johnson (At-Large);

Absent: Miguel Esteves (Fairhaven); Lily Duong (Woodring); Mariana Flores, James Dinh (At-Large); Yasmin Flores (CHSS); MJ Dizon (CFPA)

Advisor: Leona Friedman
Secretary: Nely Vasquez
Guests:

MOTIONS:

<table>
<thead>
<tr>
<th>MOTION</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEN-24-S-51</td>
<td>To approve Consent Items with edits to the May 22nd, 2024 minutes.</td>
</tr>
<tr>
<td></td>
<td>Passed</td>
</tr>
<tr>
<td>SEN-24-S-52</td>
<td>Table the Student Senate Bylaws.</td>
</tr>
<tr>
<td></td>
<td>Passed</td>
</tr>
<tr>
<td>SEN-24-S-53</td>
<td>Table the Repeal of the Student Senate Charter.</td>
</tr>
<tr>
<td></td>
<td>Passed</td>
</tr>
<tr>
<td>SEN-24-S-54</td>
<td>To approve the Student Tech Fee Initiatives.</td>
</tr>
<tr>
<td></td>
<td>Passed</td>
</tr>
</tbody>
</table>

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

I. REVISIONS TO THE AGENDA

a. Move Certification of Election Results to Information Items – Guests*

II. CONSENT ITEMS (subject to immediate action)

a. Minutes of May 15th & 22nd, 2024

   Change attendance and adjourning/call to order to N/A.

b. Certify the section in the WWU Divest Memorandum of Understanding (MOU) mentioning AS Governance involvement

   MOTION: To approve Consent Items with edits to the May 22nd, 2024 minutes

   MOTION MADE BY: John Hardgrove
   SECOND: Melissa Bernal
   SEN-S-51

   VOTE COUNT: Aye: 11 Nay: 0 Abstain: 0

   ACTION RESULT: Passed

III. PUBLIC FORUM (comments from students and the community)
Brandt wanted to know what would happen if there was a double vacancy in a Senator position. This comes from the fact that a Co-Senator would ideally be participating in hiring for the vacant Co-Senator position(s).

IV. SENATE REPORTS

a. College of the Environment Year End Report

Bernal and Thompson went over their report.

V. INFORMATION ITEMS - Guests*

a. Certification of Election Results

Brandt presented the results from the 2024 ASWWU Elections.

VI. ACTION ITEMS – Guests*

a. Student Senate Bylaws

<table>
<thead>
<tr>
<th>MOTION</th>
<th>Table the Student Senate Bylaws</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTION MADE BY:</td>
<td>SECOND:</td>
</tr>
<tr>
<td>Melissa Bernal</td>
<td>Dacey Durbin</td>
</tr>
<tr>
<td>VOTE COUNT:</td>
<td>ACTION RESULT:</td>
</tr>
<tr>
<td>Aye: 11 Nay: 0 Abstain: 0</td>
<td>Passed</td>
</tr>
</tbody>
</table>

b. Repeal of the Student Senate Charter

Wong presented the old student senate charter*

<table>
<thead>
<tr>
<th>MOTION</th>
<th>Table the Repeal of the Student Senate Charter</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTION MADE BY:</td>
<td>SECOND:</td>
</tr>
<tr>
<td>Milla Miller</td>
<td>Zoe Absalonson</td>
</tr>
<tr>
<td>VOTE COUNT:</td>
<td>ACTION RESULT:</td>
</tr>
<tr>
<td>Aye: 11 Nay: 0 Abstain: 0</td>
<td>Passed</td>
</tr>
</tbody>
</table>

c. Student Tech Fee Initiatives

Wong briefly presented the Student Tech Fee Initiatives document. She reminded the Senate where the money would go.

<table>
<thead>
<tr>
<th>MOTION</th>
<th>To approve the Student Tech Fee Initiatives</th>
</tr>
</thead>
</table>
VII. PERSONNEL ITEMS *(subject to immediate action)*

VIII. INFORMATION ITEMS - Senate*

a. Recommended ASWWU Operating Budget

Wong presented document 4. She went over how the budget isn’t keeping up with rising costs, explained where reductions happened, and where money was allocated.

b. Student Advisory Committee Service and Activity

Wong and Moreno were going to bring recommendations for the Senate to vote on, but due to delays, it could not happen.

Free Reform Recommendation

IX. DISCUSSION ITEMS

X. ACTION ITEMS – Senate*

XI. OTHER BUSINESS

a. Friedman will be sending out an end of year survey based on how she did as an advisor.

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

This document summarizes the process, allocations, and rational behind the Associated Students Western Washington University (ASWWU) FY25 Budget as recommended by the AS Finance Council. The AS Operational budget provides guidelines for the spending of student fees on AS functions for the upcoming fiscal year. This allows for strategic planning of resources and the opportunity to restructure, add, or remove elements of the AS.

Definitions of Key Terms:

Associated Students (AS): All currently enrolled students at Western Washington University.

AS Funds: Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

AS Operating Budget: AS Funds allocated by the AS Executive Board, AS Student Senate, and AS Finance Council for the current fiscal year.

AS Reserves: Non-operational accounts funded from Residual Dollars.

Deficit: When planned revenue minus planned expenses results in a negative amount.

Fiscal Year: Western’s fiscal year runs July 1 - June 30. [FY25 July 1, 2024 to June 30, 2025].

Residual Dollars: Unspent and Unallocated AS Funds remaining in the operating budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

Context:

The council faced a difficult budget process this year. With mandatory increases, inflation, and decreasing enrollment statewide (although this has been slow for WWU so far). The ASWWU Business Office has asked Budget Authorities to reduce budgets to what is necessary to continue services. This was in order to accommodate mandatory increases for student pay (including a new Bellingham law that will result in a $2 increase above minimum wage by May 2025) and staff restructure changes. Authorities were also asked to focus on how budgets meet Accessibility, Diversity, Equity, and Inclusion goals (ADEI). In FY’24 the AS budget was approved with deficit at $114,343. FY25 expected budget deficit is around $150,000.

Process:

AS Finance Council worked together to create a values statement to help guide decision making on budget allocations [see next page].

AS Budget Authorities created reduced proposals looking for reductions that still allow for service and activities for students- mindful of individual areas, the whole AS, and ADEI goals.

Initial clarifying review of budgets by the AS student Business Director and AS Fiscal Analyst Review by the Director of Student Engagement and AS Business Manager

AS Budget Authorities asked to reduce further, requesting no higher than 12% increase over last year, but aiming for 4%.

Budget reviewed and approved by Finance Council (FC).

Next steps: The FC approved Budget is forwarded to the AS Executive Board & AS Student Senate, and Financial Fund Manager for approval, and then to the WWU Board of Trustees.
Finance Council Core Values:
  - Transparency
  - Equity
  - Stewardship and Accountability
  - Student Success, Retention, and Well-being
  - Community Enrichment

In order to create a shared understanding, the council has described what these values mean to them:

**Transparency**
ASWWU Finance Council will have transparency in decision making. We commit to transparency through having our language be accessible; by utilizing language that is easy to read and understand or providing definitions for the user. Agendas and documents will be posted publicly on the website.

**Equity**
Primarily, it’s essential to reflect on present inequities in this institution. The ASWWU Finance Council commits to making financial processes and budgets accessible and welcoming to the involvement of multicultural and diverse students at WWU. Prioritizing the needs of students traditionally underserved or with marginalized identities, including but not limited to BIPOC students, LGBTQ+ students, disabled students, and undocumented/mixed-status students is necessary. The council recognizes that there are areas that need extra attention: dismantling antiblackness, amplifying student voices, etc.

**Stewardship and Accountability**
We, as stewards of student dollars, must consider the whole campus community and act with their needs in mind. Balancing the budget financially and ethically with consideration given to the needs of the ever-changing student body, organizations/programs/services, and campus At-Large.

**Student Success, Retention, and Well-Being**
Success should comprise of opportunities for students to grow academically, personally, and professionally. ASWWU Finance Council supports students succeeding mentally, physically, academically, etc. This is done through attempting to reduce various barriers faced by students be they monetary, physical, emotional, or mental, etc. Budgets should consider the impacts of students at large, specifically focused on marginalized and underrepresented communities and focus on retention. Our goal is to mitigate harm and maximize positive impacts for students, while keeping in mind differential impacts to communities on campus and carefully weighing the pros and cons of each decision we make.

**Community Enrichment**
ASWWU Finance Council looks for spending that is accountable to the interests of Western’s diverse students. Increasing community engagement, involvement and sense of belonging is crucial, especially after isolating virtual times. Allocation of funds to endeavors that support the At-Large WWU community should focus on creating/increasing student access to services governed by student fees.

Approved by Finance Council on November 15, 2023 by motion FC-23-F-03.
Finance Council:

**Charge:** The purpose of the AS Finance Council is to serve as a central body in responsibly managing AS funds. (Including discussing and approving a recommended AS Operating Budget.)

**Membership:**
Trent Austin, Chair, non-voting (AS Business Director)
Keara Ryan, Vice Chair (AS President)
Gabe Wong (AS Senate President)
Bella Bedard (Activities Representative)
Kasey Lee (Central Services Representative)
Ava O’Neill (AS Club Rep)
Sarah Cheikho (AS Club Rep)
Sam Hughes, VU Business Services Program Support (Secretary)
Cindy Monger, AS Fiscal Analyst 2 (Secretary/Fiscal Support)
Cynthia Sandstrom, AS Business Manager (Council Advisor)
Dr. Frederick Collins, Director of Student Engagement (Financial Fund Manager)

**Notable Changes:**

**Note:** The original requests by offices showed what was needed to continue at current service levels. This budget was 3.15 million. Due to the current budget situation, Budget Authorities were asked to review their budget and make reductions anywhere possible. **Reductions in programs and operating costs resulted in a decrease of $205,000.** This leaves the AS in good standing and requesting a decrease to 37% (from 37.41%) of the total S&A Fee, given the new enrollment projections and the 4% fee increase. At this point the S & A Fee has not been officially passed, if the AS allotted percentage fee changes, it will not change the allocations [in budget summary].

**Mandatory Increases:**

**Student Salary**- Level 1 Student Employees saw an increase of $1 on 5-1-24, due to a new Bellingham Law. Under directions from HR and VP of ESS, only Level 1 saw an increase where employees were brought up to minimum wage. The reason for this was changing wages beyond adjusting to minimum wage would constitute an unfair labor practice, given student employees current union bargaining negotiations. All student salaries are expected to increase proportionally in response to the expected Washington State Minimum Wage increases set to occur January 1, 2025, as requested by the WWU budget office this estimate is set at 4%. There is an additional $1 increase above minimum wage on 5-1-25 and the impact of this is unknown.

**Staff Salary**- 4% Cost of Living increase for Professional Staff, 3% Cost of Living increase for Classified Staff and mandatory classified step increases, bringing some positions to 95% as required by HR, as well as position reclassifications by Human Resources in response to the restructure of the Student Engagement and Student Government areas resulted in significant increases. Health Benefits increased by $552 per month per employee.

**Other increases:** (above inflation)
FXXBAD- Executive Board Administration- Students are voting in a May election about adding a new position to cover gap areas in the Executive Board, this would mean adding a AS Vice President for University Operations to the budget, wages included in current proposal.
FXXGRN- Club Funding- increase of $5,000 due to need, and an increase of 30 new clubs.
FXXOCE- Outdoor Center Admin- Combined training for all Viking Outdoor Recreation Students (Lakewood students funded separately). This is to fund wages for a 4-hour training twice a year.
Reinstated positions: KUGS reinstated summer positions at reduced hours and weeks of work. Restructure of positions includes some Committee Coordinator duties.

Program Reductions: 
(requested in second review by Budget Authorities due to current budget situation)
Leadership & Community Engagement- reduction of speaker fees
Outdoor Center (OC)- reduction of operating hours by 1 hour per day. The OC will now only be open 5 hours during the academic year, and 4 hours in the summer.
OC Excursions- reduced by 1 adventure trip per quartet (3 total) and the 5-day spring break trip.
OC Training- reduced by 5 trainings which may result in less variety of excursions offered. Wilderness First Responder training moved to be funded out of reserves.
Publicity Center- reduction of specific software, will be using in house systems.
Telephones- reduced number of telephone lines to those necessary for business due to the increased use of Teams.

Student Employment Reductions: (reduced by 5 positions total)
Club Hub- reduction of the Marketing Coordinator
KUGS- reduction of budgeted hours by 1 week during the summer
AS Productions- reduction of one Gallery Attendant, and some budgeted hours for others
AS Publicity Center- reduction of 2 graphic designers, and 1 distributer
Wavelength- reduction in budgeted student hours
AS Executive Board- reduction of budgeted hours for all positions
AS Student Senate- reduction of budgeted hours for all positions

Temporary Reductions- While there is still a healthy fund balance in the Legislative Action Fund Budget, and until the budget situation stabilizes, FXXLAF and FXXLEG will be funded from FXLACF.

Student Employee Hours- Budget Authorities were asked to review the hours for each position and make sure that it aligns with the current need for services. In an organization wide review it was found that due to reductions in training hours, many offices were overbudgeted. These hours were reinstated, and reductions occurred in other areas.

***Note: The above reductions are for budgeting purposes only. Students are authorized to work up to the full number of hours indicated in their position descriptions. This budgeting is done with the understanding that if it is too aggressively reduced for budgeting purposes AS Reserve funds will be used to cover the amount of overage to fully fund positions. This will be revisited during the budgeting process wage review.

Temporary Position Reduction:
Web Designer- reduced for one more year to help with budget deficit.

Miscellaneous- There are also many decreases of smaller amounts in an attempt to help with the budget deficit.

Position Moves:
FXXMAR to FXXPCA- videographer and photographer moved to the Publicity allow for more direct services to AS programs and organizations.
FXXBAD to FXXSSN- AS Senate President and one Student Government Assistant to Senate Budget.

Fast Indexes Created/Dissolved:
FXXLGL- Civic Involvement Coordinator absorbed into FXXVER- Voter Education & Registration.
AS Grant Recommended for Operationalization:

**Club Coordinator Project Position**

**Purpose:** This proposal is to hire that position as an exempt project position for two years.

**Reason:** This position will work with students at large to support new club formation, and support for club activities, which are open to all current undergraduate and graduate students. Needed due to a restructure that resulted in only 1 employee to support this area.

**Amount:** $127,308 for a 2-year grant July 1, 2022 to July 30, 2024. ($65,000 in FY'24) Results in $40,000 increase in operating request as half the position was covered in restructure.

**Queer Guild Council Grant** was requested by LGBTQ+ Western and will be funded in that area.

**Purpose/Reason:** The AS Queer Guild Council was created with the intention of establishing a group/space where Queer and/or Trans club leaders can gather and support one another in their respective clubs, share ideas, find co-sponsorships, and allocate Club Funding

**Amount:** $4,000 per year (funded for 5 years from Reserves, due to 2 years of Covid19 pandemic.)

Ongoing AS Grants:

**KUGS Operations Manager Non-Permanent Position**

**Purpose:** Hire a full-time Operations Manager for KUGS, supervised by the current KUGS General Manager. Recommended to add staff member since 2012.

**Reason:** It is rare to find radio stations of our size that work with as many student staff and volunteers as KUGS does while only having a single full-time staff member, our General Manager (Jamie Hoover). Our station currently has 8 student staff and coordinates approx. 100+ volunteers per year. The station is on air all day and part of the night 364 days a year.

**Amount:** $75,000 for the last year of a 2-year grant (July 1, 2023 to June 30, 2025).

Looking Forward:

**Student Wage Budgeting** - There was a request from AS Student Government to review how the AS budgets for student employee wages. The goal is to create more specific guidance and more consistency and accountability across the organization. There was some interest in pursuing this from the council, but we did not have time to address this during spring quarter. As well as, due to the directive we have gotten from WWU's HR, Student Employment Center, and VP of ESS, including how the new Bellingham minimum wage law will be implemented by the Student Employment Center throughout next academic year and beyond, and on-going student employee unionization efforts, it was felt that there were too many unknowns, and that we will be in a better position next academic year to address these variables. The AS student Business Director will be returning in this position next year and will help in the review of student wage budgeting when more information is solidified.

**Conclusion:**

The AS Finance Council is proud to present these recommendations that were collaborative work with students and Budget Authorities, and that are fiscally responsible with student dollars. Budgets were created with Accessibility, Diversity, Equity, and Inclusion; retention, and belonging goals at the center. This year funds have been tightly budgeted due to the Service & Activities Fee increase of 4% not covering the full mandatory wage increases, operationalization of two AS Grants, and a restructure of the area. Student Wages continue to be budgeted tightly and close assessment should continue into next fiscal year. A Reserve Area called Supplemental Funding was created due to no wiggle room left in programming budgets, Reserve funding is an option for a few years until the AS Operating Budget stabilizes.
**Budget Summary:**

The AS Operating Budget can be divided into four areas: Activities, Representation, Central Services, and Subsidies.

### FY'25 AS Budget Proposals

- **AS Activities** 20%
- **AS Central Services** 63%
- **AS Representation** 13%
- **AS Subsidies** 4%

### Fiscal Year 2025 Proposed AS Budget

Note: FY’25 percentages include reductions in many areas due to mandatory expenses outpacing fee revenue and enrollment.

<table>
<thead>
<tr>
<th>AS Activities</th>
<th>$595,823</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>AS Activities budgets are for AS programs that provide co-curricular activities for WWU Students. Areas include Club Activities (Club Hub), KUGS FM, Viking Outdoor Recreation (Outdoor Center), AS Productions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AS Central Services</th>
<th>$1,852,831</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>AS Central Services budgets provide support to all AS Programs. Areas include Business Office, Communications Office, Personnel Office, Viking Union Organization staff, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AS Representation</th>
<th>$386,357</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>AS Representation budgets support AS elected officials and Civic Engagement opportunities. Areas include AS Executive Board, Student Senate, and Office of Civic Engagement.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AS Subsidies</th>
<th>$114,431</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>AS Subsidies provides partial financial support to the Childhood Development Center and the Western Hub of Living Essentials (WHOLE) program and food pantry.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AS Budget Summary</th>
<th>FY’25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Projected Revenue FY’25</td>
<td>$2,793,990</td>
</tr>
<tr>
<td>Total Budgeted Expenses FY’25</td>
<td>$2,949,442</td>
</tr>
<tr>
<td>FY’25 Projected Deficit</td>
<td>($155,452)</td>
</tr>
</tbody>
</table>
## FY'25 AS Budget Recommendations as of 5-6-24

### Club Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXACT</td>
<td>Club Activities Admin</td>
<td>45,914</td>
<td>55,894</td>
<td>44,253</td>
</tr>
<tr>
<td>FXXGRN</td>
<td>Grants/Loans/Underwrites</td>
<td>25,000</td>
<td>30,000</td>
<td>30,000</td>
</tr>
<tr>
<td>FXXCLC</td>
<td>Club Conference Funding</td>
<td>15,000</td>
<td>20,000</td>
<td>15,000</td>
</tr>
</tbody>
</table>

**Total Club Activities**: 85,914, 105,894, 89,253, 3.9%

### KUGS FM

<table>
<thead>
<tr>
<th>Activity</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXKUG</td>
<td>KUGS 89.3 Admin</td>
<td>84,801</td>
<td>97,616</td>
<td>93,680</td>
</tr>
<tr>
<td>FXXXKB</td>
<td>KUGS Publicity</td>
<td>800</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>FXXXKR</td>
<td>KUGS Program/News</td>
<td>38,161</td>
<td>40,462</td>
<td>38,488</td>
</tr>
</tbody>
</table>

**Total KUGS FM**: 123,762, 138,878, 132,968, 7.4%

### Outdoor Center

<table>
<thead>
<tr>
<th>Activity</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXOCA</td>
<td>Outdoor Center Administration</td>
<td>38,617</td>
<td>61,446</td>
<td>50,283</td>
</tr>
<tr>
<td>FXXXOF</td>
<td>OC Equipment Shop (Includes Bike Shop)</td>
<td>28,498</td>
<td>37,911</td>
<td>22,614</td>
</tr>
<tr>
<td>FXXXOX</td>
<td>OC Excursions &amp; Instruction</td>
<td>42,373</td>
<td>71,435</td>
<td>56,471</td>
</tr>
<tr>
<td>FXXXOLT</td>
<td>OC Trip Leader Training</td>
<td>33,448</td>
<td>44,853</td>
<td>26,570</td>
</tr>
<tr>
<td>FXXXOYG</td>
<td>OC Free Yoga Program</td>
<td>2,168</td>
<td>2,673</td>
<td>2,573</td>
</tr>
<tr>
<td>FXXXOPD</td>
<td>OC Promotions &amp; Outreach</td>
<td>2,800</td>
<td>3,050</td>
<td>1,850</td>
</tr>
</tbody>
</table>

**Total Outdoor Center**: 147,904, 221,368, 160,361, 8.4%

### AS Productions

<table>
<thead>
<tr>
<th>Activity</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXPOD</td>
<td>OC Promotions &amp; Outreach</td>
<td>2,800</td>
<td>3,050</td>
<td>1,850</td>
</tr>
</tbody>
</table>

**FY’24 Draft AS Budget**
FY'25 AS Budget Recommendations as of 5-6-24

<table>
<thead>
<tr>
<th>Category</th>
<th>FY24 Allocation</th>
<th>FY25 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicity, Communications, and Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXASP ASP Productions Administration</td>
<td>112,870</td>
<td>133,682</td>
<td>118,941</td>
<td>Mandatory wage increases. Reduced by one position and position hours.</td>
<td>The AS Productions Administration budget is primarily to pay for the staff of the office, office supplies. It is also used for staffing meetings, staff trainings and local staff travel.</td>
</tr>
<tr>
<td>FXXMMP ASP Marketing and Promotions</td>
<td>-</td>
<td>-</td>
<td></td>
<td>Self sustaining budget, poster sale revenue funds.</td>
<td>This self-sustaining budget is to market ASP with promotional print items, SWAG items for Info Fair, incentives for Taste Test Survey completion (about student entertainment preferences) or other office wide promotion.</td>
</tr>
<tr>
<td>FXXAVL Volunteer Program</td>
<td>-</td>
<td>-</td>
<td></td>
<td>Self sustaining budget, poster sale revenue funds.</td>
<td>The ASP Volunteer program was created to incentivize student volunteers to advertise for events and have end of the quarter celebrations.</td>
</tr>
<tr>
<td>FXXKART ASP Gallery</td>
<td>4,000</td>
<td>3,500</td>
<td>3,500</td>
<td>Decrease.</td>
<td>The VU Gallery Budget supports the presentation of 8-9 varied exhibitions each year. The VU Gallery contributes to the artistic culture of WWU by hosting diverse exhibitions primarily of student and local artwork, but also works of national and international artists.</td>
</tr>
<tr>
<td>FXXFLM ASP Films</td>
<td>12,800</td>
<td>12,800</td>
<td>12,800</td>
<td></td>
<td>This Budget exists to allow screenings of large-scale movies to students on campus, the substantial amount of funding allows these movies to be free of charge and explore a wide variety of film viewing experiences.</td>
</tr>
<tr>
<td>FXXMAM ASP Underground Coffeehouse</td>
<td>13,650</td>
<td>12,025</td>
<td>12,025</td>
<td>Transfer of performer fees and Event Services to FXXPOP.</td>
<td>Underground Coffeehouse programming builds community on WWU's campus and Bellingham community.</td>
</tr>
<tr>
<td>FXXPOP ASP Concerts</td>
<td>25,200</td>
<td>33,275</td>
<td>33,275</td>
<td>Increase in expenses partially transferred from FXXMAM.</td>
<td>Provide one large scale festival style event each quarter (Fall, Winter, Spring) Free to the WWU Community. plus Arts/music Industry conference.</td>
</tr>
<tr>
<td>FXXLWN ASP Lawnstock</td>
<td>12,600</td>
<td>12,600</td>
<td>12,600</td>
<td></td>
<td>Lawstock is the Culminating Outdoor Festival for the academic year. The event is free and usually draws 1700-2300 people.</td>
</tr>
<tr>
<td>FXXSPE ASP Special Events</td>
<td>16,500</td>
<td>16,500</td>
<td>16,500</td>
<td></td>
<td>Fund large-scale entertainment and educational programming for the Western community via specialty events. Expenses include performer &amp; speaker fees, event services, ticketing fees, etc. Varies yearly based on interest/need.</td>
</tr>
<tr>
<td>FXXSMR Summer Programming</td>
<td>4,000</td>
<td>3,600</td>
<td>3,600</td>
<td>Decrease.</td>
<td>Funds free noon concerts open to all that take place during the 6-week summer session on 5 of the 6 Wednesdays in the PAC Plaza, or 5 one hour performances.</td>
</tr>
<tr>
<td>Centralized Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXCMP Printer Maintenance</td>
<td>1,900</td>
<td>1,400</td>
<td>1,000</td>
<td>Decrease in use.</td>
<td>Budget covers the paper &amp; toner for AS printers.</td>
</tr>
<tr>
<td>FXXCPY Copy Machine</td>
<td>4,500</td>
<td>4,500</td>
<td>4,500</td>
<td>Usage by other VU Offices is charged directly to them and offsets the cost of the machine.</td>
<td>This budget covers the base rate for the Xerox Machine and the cost of coping/printing for ASWWU.</td>
</tr>
<tr>
<td>FXXINS Institutional Recharge</td>
<td>153,842</td>
<td>150,392</td>
<td>150,392</td>
<td></td>
<td>The Administrative Services Assessment (ASA) is a fee set by the university to recover administrative costs from auxiliary enterprises for state provided centralized services.</td>
</tr>
<tr>
<td>FXXTEL Telephone</td>
<td>16,200</td>
<td>14,150</td>
<td>10,000</td>
<td>Decrease, reduction of unused phone lines.</td>
<td>This budget covers telephone costs and long distance.</td>
</tr>
<tr>
<td>Central Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Centralized Services</td>
<td>176,442</td>
<td>170,442</td>
<td>165,892</td>
<td>-6.0%</td>
<td>Budget covers the paper &amp; toner for AS printers. This budget covers the base rate for the Xerox Machine and the cost of coping/printing for ASWWU. The Administrative Services Assessment (ASA) is a fee set by the university to recover administrative costs from auxiliary enterprises for state provided centralized services.</td>
</tr>
<tr>
<td>Publicity, Communications, and Marketing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FXXPCA AS Publicity Center Admin</td>
<td>95,095</td>
<td>134,077</td>
<td>115,853</td>
<td>Reduction of 3 staff members based on need. Addition of positions moved from FXXMAR.</td>
<td>Publicity Center Admin includes chargebacks from offices, printing charges, student staff expenses, etc.</td>
</tr>
<tr>
<td>FXXPCR Wavelength</td>
<td>35,005</td>
<td>48,332</td>
<td>39,859</td>
<td>Mandatory wage increases.</td>
<td>Wavelength budget pays for writers, editors, and supplies for the alternative online publication that provides news coverage of student government, AS offices &amp; clubs, arts &amp; entertainment, student life &amp; other areas of life at WWU. The Communications Office is responsible for organizational promotion, marketing and public relations. This office provides organization-wide support services including a central events calendar, market research, and development of strategic promotional goals.</td>
</tr>
<tr>
<td>FXXMAR Communication Office Admin</td>
<td>55,516</td>
<td>46,498</td>
<td>34,939</td>
<td>2 positions moved to FXXPCA.</td>
<td></td>
</tr>
<tr>
<td>Total Publicity Communications and Marketing</td>
<td>185,616</td>
<td>228,907</td>
<td>190,651</td>
<td>2.7%</td>
<td>Budget covers the paper &amp; toner for AS printers. This budget covers the base rate for the Xerox Machine and the cost of coping/printing for ASWWU. The Administrative Services Assessment (ASA) is a fee set by the university to recover administrative costs from auxiliary enterprises for state provided centralized services.</td>
</tr>
<tr>
<td>Professional Advisement &amp; Leadership Development</td>
<td>Central Services</td>
<td></td>
<td></td>
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<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td><strong>FXXVU</strong> Student Engagement Administration</td>
<td><strong>FY25 Original Request</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>1,273,282</td>
<td></td>
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<tr>
<td></td>
<td>1,375,656</td>
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<tr>
<td></td>
<td>1,425,327</td>
<td></td>
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<tr>
<td></td>
<td>Mandatory staff increases, position restructuring, reinstatement of one position that was grant funded. Budget covers all professional staff involved with Student Activities and Engagement, supplies, telephone and some professional development.</td>
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</tr>
<tr>
<td><strong>FXLLECE</strong> Leadership Learning &amp; Community Engagement</td>
<td><strong>FY25 Revised Request</strong></td>
<td></td>
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<tr>
<td></td>
<td>31,572</td>
<td></td>
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<tr>
<td></td>
<td>32,571</td>
<td></td>
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<tr>
<td></td>
<td>29,621</td>
<td></td>
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<tr>
<td></td>
<td>Mandatory staff increase. Decrease in speaker fees. LEADS peer leadership educators can facilitate 40 different modules in various departments, units, clubs, groups. LEADS advises the largest AS Club, NSLS-WWU leadership honorary. LEADS co-sponsors and co-staffs 6-8 speaker broadcasts each year. The total annual budget for this program is $150,000.</td>
<td></td>
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</tr>
<tr>
<td><strong>FXXPTR</strong> Student Employee Development</td>
<td><strong>Notes on Budgets - Revised</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>7,710</td>
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<tr>
<td></td>
<td>8,150</td>
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<td></td>
<td>8,150</td>
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<td>Increase in costs for training. The Personnel Training Budget is used for mid-quarter trainings, pre-winter quarter training, and pre-spring quarter training, as well as used for pre-quarter summer development. All AS salaried and select hourly employees are required to attend the pre-quarter and mid-quarter.</td>
<td></td>
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</tr>
<tr>
<td><strong>FXXSER</strong> AS Student Employee Recognition</td>
<td><strong>Budget Descriptions</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>2,100</td>
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<tr>
<td></td>
<td>2,600</td>
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<td></td>
<td>2,600</td>
<td></td>
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<td></td>
<td>Increase in cost for recognition event costs. This budget pays quarterly and end of year Student Employee Recognition events.</td>
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</tr>
<tr>
<td><strong>Total Prof. Advisement &amp; Leadership Devlp</strong></td>
<td><strong>FY24 Allocation</strong></td>
<td></td>
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<tr>
<td></td>
<td>1,314,664</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>1,418,977</td>
<td></td>
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<td></td>
<td>1,465,698</td>
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<td></td>
<td>11.5%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Administration</th>
<th>Central Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FXXBUS</strong> Business Office Admin</td>
<td><strong>FY24 Original Request</strong></td>
</tr>
<tr>
<td></td>
<td>12,860</td>
</tr>
<tr>
<td></td>
<td>16,038</td>
</tr>
<tr>
<td></td>
<td>14,161</td>
</tr>
<tr>
<td></td>
<td>Mandatory wage increase, return to 17 hours academic, reduction in summer hours. The Business Office Admin budget is primarily for salary and a few supplies to run the Business Office.</td>
</tr>
<tr>
<td><strong>FXXPRS</strong> Personnel Office Admin</td>
<td><strong>FY24 Revised Request</strong></td>
</tr>
<tr>
<td></td>
<td>16,556</td>
</tr>
<tr>
<td></td>
<td>20,382</td>
</tr>
<tr>
<td></td>
<td>16,429</td>
</tr>
<tr>
<td></td>
<td>Mandatory wage increase.</td>
</tr>
<tr>
<td><strong>Total Student Administration</strong></td>
<td><strong>Notes on Budgets - Revised</strong></td>
</tr>
<tr>
<td></td>
<td>29,416</td>
</tr>
<tr>
<td></td>
<td>36,420</td>
</tr>
<tr>
<td></td>
<td>30,590</td>
</tr>
<tr>
<td></td>
<td>4.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AS Student Representation and Governance</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FXXBAD</strong> Board Administration</td>
<td><strong>FY24 Original Request</strong></td>
</tr>
<tr>
<td></td>
<td>131,600</td>
</tr>
<tr>
<td></td>
<td>151,243</td>
</tr>
<tr>
<td></td>
<td>118,327</td>
</tr>
<tr>
<td></td>
<td>Mandatory wage increases, estimated hour use increased. 2 positions moved to SSN, decrease travel. This budget pays the salaries for the AS Executive Board Members and Student Government Assistants. It also pays for supplies for the office, posters for Scholarships and Student Trustee Search, etc. All Business Cards for AS Students are purchased through this budget.</td>
</tr>
<tr>
<td><strong>FXXLAF</strong> Legislative Affairs</td>
<td><strong>FY24 Revised Request</strong></td>
</tr>
<tr>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Continue to be funded from FXLACF due to current budget conditions. This budget pays primarily for the AS lobbying efforts such as Western Lobby Day to ensure that students are represented in the legislative process, and to effectively advocate for affordable, accessible, and quality Higher Ed.</td>
</tr>
<tr>
<td><strong>ASBDIV</strong> Diversity Initiative Fund</td>
<td><strong>Notes on Budgets - Revised</strong></td>
</tr>
<tr>
<td></td>
<td>4,000</td>
</tr>
<tr>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Reduction due to lack of use. The Diversity Initiative Fund is used for supporting and promoting diversity topics on Western's Campus. This budget is also used to send 12 students to a conference each year, historically the Oregon Students of Color Conference.</td>
</tr>
<tr>
<td><strong>FXXSSN</strong> Student Senate</td>
<td><strong>Budget Descriptions</strong></td>
</tr>
<tr>
<td></td>
<td>91,725</td>
</tr>
<tr>
<td></td>
<td>196,100</td>
</tr>
<tr>
<td></td>
<td>153,202</td>
</tr>
<tr>
<td></td>
<td>Mandatory wage increases, estimated hour use increased. 2 positions moved from BAD. Pay for AS Student Senate, which includes representation from all colleges and at large students. Addition of goods and services to support the Senate.</td>
</tr>
<tr>
<td><strong>Total AS Board of Directors</strong></td>
<td><strong>FY24 Revised Request</strong></td>
</tr>
<tr>
<td></td>
<td>227,325</td>
</tr>
<tr>
<td></td>
<td>349,343</td>
</tr>
<tr>
<td></td>
<td>271,529</td>
</tr>
<tr>
<td></td>
<td>19.4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office of Civic Engagement</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FXXREP</strong> Office of Civic Engagement Admin</td>
<td><strong>FY24 Original Request</strong></td>
</tr>
<tr>
<td></td>
<td>91,310</td>
</tr>
<tr>
<td></td>
<td>108,305</td>
</tr>
<tr>
<td></td>
<td>101,953</td>
</tr>
<tr>
<td></td>
<td>Mandatory wage increases. Restructure of positions to include Committee Coordinator. The OCE supports student civic engagement and participation on campus by having voter registration drives, voter education events, the AS elections, Coordinating student appointments and training for committee members, lobbying on behalf of the AS in Olympia.</td>
</tr>
<tr>
<td><strong>FXXELC</strong> AS Elections</td>
<td><strong>Notes on Budgets - Revised</strong></td>
</tr>
<tr>
<td></td>
<td>8,650</td>
</tr>
<tr>
<td></td>
<td>8,050</td>
</tr>
<tr>
<td></td>
<td>7,850</td>
</tr>
<tr>
<td></td>
<td>Decrease Provides funding to promote awareness of the AS Elections, entice people toward running for elected positions in the AS Elections, promote voter education about both the general and AS Elections, and ensure the maximum voter accessibility possible.</td>
</tr>
<tr>
<td><strong>FXXLEG</strong> Director for Legislative Affairs</td>
<td><strong>Budget Descriptions</strong></td>
</tr>
<tr>
<td></td>
<td>7,000</td>
</tr>
<tr>
<td></td>
<td>7,000</td>
</tr>
<tr>
<td></td>
<td>Recommend funding from FXLACF Budget for the Legislative Liaison. Includes all moving expenses, rental costs for their winter quarter hiatus in Olympia, and costs for their events during Fall and Spring Quarters.</td>
</tr>
</tbody>
</table>
### FY'24 AS Budget Recommendations as of 5-6-24

<table>
<thead>
<tr>
<th>FY25 Allocation</th>
<th>FY24 Original Request</th>
<th>FY25 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY24 AS Budget Recommendations</td>
<td>FY25 Allocation</td>
<td>FY24 Original Request</td>
<td>FY25 Revised Request</td>
<td>Notes on Budgets - Revised</td>
</tr>
<tr>
<td>FXXGL Civic Involvement Coordinator</td>
<td>4,600</td>
<td>-</td>
<td>Combined with FXXVER due to new combined position.</td>
<td>This budget funds the programming of the Civic Involvement Coordinator, which supports students’ understanding of, and participation with, current political and social issues. Supports speakers, panels, workshops, media campaigns, interactive civic engagement events, or other formats that support the OCE.</td>
</tr>
<tr>
<td>FXXVER Voter Education &amp; Registration</td>
<td>5,200</td>
<td>6,025</td>
<td>5,025</td>
<td>FXXLEL budget combined, overall decrease.</td>
</tr>
</tbody>
</table>

**Total Office of Civic Engagement**

<table>
<thead>
<tr>
<th>FY24 Allocation</th>
<th>FY24 Original Request</th>
<th>FY24 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>116,760</td>
<td>129,380</td>
<td>114,828</td>
<td>-2%</td>
<td></td>
</tr>
</tbody>
</table>

### AS Subsidies

| FXCHLD Child Development Center Administration | 104,997 | 105,000 | 100,000 | reduction in light of budget situation. | Cost of running the Child Development Center. Provides childcare for students, staff, and faculty. This program is partially funded by the AS. The total annual budget for this program is ~$1,000,000. |
| FXXFIF Fall Info Fair | - | - | - | Removed request to fund student position. Will cover with Info Fair Fees one more year. | Revenue from Business and Not-for-profit vendors pays for the event expenses, this request is to pay for the Student Coordinator for Info Fair which is a crucial part of the welcome back festivities as well as a great opportunity to let students know about all the AS, Western and community has to offer. Any leftover revenue is carried forward to enhance the following year’s event. |
| FXWHLE Whole Program | 8,119 | 19,029 | 14,431 | Increase to two students due to need. | Student Coordinator to provide support for WHOLE program and the Food pantry specifically. |

**AS Subsidies**

<table>
<thead>
<tr>
<th>FY24 Allocation</th>
<th>FY24 Original Request</th>
<th>FY24 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>113,116</td>
<td>120,029</td>
<td>114,431</td>
<td>1.2%</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL AS SUBSIDIES**

<table>
<thead>
<tr>
<th>FY24 Allocation</th>
<th>FY24 Original Request</th>
<th>FY24 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,756,231</td>
<td>3,151,620</td>
<td>2,949,442</td>
<td>7.0%</td>
<td></td>
</tr>
</tbody>
</table>

### S & A Fee Revenue

<table>
<thead>
<tr>
<th>FY24 Allocation</th>
<th>FY24 Original Request</th>
<th>FY24 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;A Fee Summer Quarter</td>
<td>159,500</td>
<td>165,880</td>
<td>165,880</td>
<td>4.0%</td>
</tr>
<tr>
<td>S&amp;A Fee Academic</td>
<td>2,480,220</td>
<td>2,579,429</td>
<td>2,628,110</td>
<td>6.0%</td>
</tr>
</tbody>
</table>

**Difference**

<table>
<thead>
<tr>
<th>FY24 Allocation</th>
<th>FY24 Original Request</th>
<th>FY24 Revised Request</th>
<th>Notes on Budgets - Revised</th>
<th>Budget Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>116,511</td>
<td>406,311</td>
<td>155,452</td>
<td>5.6%</td>
<td>(Over projected revenue)</td>
</tr>
</tbody>
</table>
Executive Board Amendment to the ASWWU FY25 Budget

May 30, 2024

Gabe Wong

In “Notable Changes: Mandatory Increases”

Amend “Student Salary” to read:

Student Salary- Level 1 Student Employees saw an increase of $1 on 5-1-24, due to a new Bellingham Law. Under directions from HR and VP of ESS, only Level 1 saw an increase where employees were brought up to minimum wage. The reason they gave for this was changing wages beyond adjusting to minimum wage would constitute an unfair labor practice, given student employees current union bargaining negotiations. All student salaries are expected to increase proportionally in response to the expected Washington State Minimum Wage increases set to occur January 1, 2025, as requested by the WWU budget office this estimate is set at 4%. There is an additional $1 increase above minimum wage on 5-1-25 and the impact of this is unknown.

In “Notable Changes: Student Employment Reductions”

Amend the note to read:

***Note: Budget authorities should work to ensure that hours worked by student employees are on average less than or equal to the hours budgeted and reflect that expectation in an amended position description.
ASWWU 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) 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 polices, 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: 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.
3. Student Government Assistant: non-voting member, serving as secretary.
4. 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.
   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.

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 Senate meetings by attending all committee meetings, actively listening during meetings, and preparing for meetings by reading appropriate materials in advance.

3. Inform the Senate about relevant information pertaining to WWU, ASWWU, and committees.

4. Submit necessary documents for presentation to the Senate, to the Senate President and Secretary within the assigned deadline for Senate meetings.

5. Help coordinate events as designated by Senate Leadership.

6. Bring forward issues to the Senate that are of concern to the Senators College, or the WWU campus as a whole.

7. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.

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.

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 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 Senate Bylaws by an affirmative vote of a 3/4th majority of its seated, voting membership and in accordance with the AS Constitution.
Section A – Name
The name of this governing body is the Associated Students of Western Washington University (ASWWU) 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 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 polices, 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 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, in accordance with AS special election policies.

If the positions of both the Senate President and Vice-Chair will be vacant concurrently, the AS Assistant Director for Student Representation and Governance will appoint a sitting current 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: 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. Students Senators to represent students in the College of Business and Economics.
   2. Students Senators to represent students in the College of Fine and Performing Arts.
   2. Students Senators to represent students in the College of Humanities and Social Sciences.
   2. Students Senators to represent students in the College of Science and Engineering.
   2. Students Senators to represent students in Fairhaven College of Interdisciplinary Studies.
   2. Students Senators to represent students in the Graduate School.
   2. Students Senators to represent students in the Huxley College of the Environment.
   2. Students Senators to represent students in the Woodring College of Education.
   4. Students 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 B – Leadership Responsibilities

The Leadership of the Senate will consist of the Senate President, Vice-Chair, Communications Officer, Secretary, and Advisor.
a. 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. Co-chair the Student Technology Fee Committee.
   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
      p. University Planning and Resource Council
      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 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. Student 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.

Student 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 include:
   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.

2.1. 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.

3.2. 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. A 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 the 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.

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

4.1. 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 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. Be an active participant in all Student Senate meetings by attending all committee meetings, actively listening during meetings, and preparing for meetings by come 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.
3. Inform the Student Senate about relevant information pertaining to WWU, ASWWU, and committees on campus and committee activities and other relevant information.
4. Submit necessary documents for presentation to the Student Senate to the Senate President and Secretary within the assigned deadline for Student Senate meetings.
5. Help coordinate events as designated by Senate Leadership the Senate President, or the Vice-Chair.
6. Bring forward issues to the Student Senate that are of concern to the Senators College, or the WWU campus as a whole.
7. Be accessible by direct and appropriate communication to meet with constituents as needed.

8. Follow any other duties as assigned by the Senate President, or Vice-Chair, within reason.

7. 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. Elich Excellence in Teaching Award Committee.
- Robert T. Kleinhecht 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 – 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. 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.
2. Additional Re-evaluation of Committee assignments.
3. Reallocation of Student Senator Stipend.
4. Loss of voting privileges for one-cycle of a Student Senate meeting, to be completed immediately following sanctions.

4.3. Potentially Recommendingation of 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 – Section F – Removal

Any member of the Student Senate may be relieved removed from the Student Senate for violating any requirements set forth in these Bylaws, AS Student Government Charter, or the AS Constitution per 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 3/4th 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 will require a 2/33/4th 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 3/4th vote of seated membership, as well as a 2/3rd vote of the seated ASEB.
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 adhere to the Open Public Meeting Act of Washington State, codified in 42.30 RCW.

1. It is the discretion of the Senate President and Vice-Chair to hold additional meetings as necessary, in the case of an urgent situation.

2.1. 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.

3.1. All meetings conducted by the ASWWU Student Senate will 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. A motion must obtain a majority of the eligible votes cast to pass. 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 action item or resolution being voted upon.

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

Committees

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 ASEM 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 ASEM wishes to provide for greater student input or allow further time for public comment. The Senate may also make recommendations to the ASEM, 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 sub-committee 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.
   i. 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 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.
I. CHARGE

To serve as a legislative body in coordination with the Associated Students Executive Board (ASEB) on student issues and to increase student involvement and representation in the Associated Students decision-making processes by:

I. Discussing issues affecting the ASEB, other AS or University Committees as assigned or delegated, within the Student Senate itself, or directly from Student Senators constituents.
II. Reviewing, recommending, and enforcing changes to the AS Election Code and the charge and charter of the AS Election Board.
III. Approving any changes made to the ASEB by-laws and charge and charter.
IV. Drafting and releasing resolutions on any issues brought before the Student Senate.
V. Reviewing and nominating student members to serve on various academic related committees.
VI. Representing student interests on University Committees as assigned by the Senate Pro-Tempore and Vice-Chair.
VII. Shared reviewing of the ASWWU Services and Activities Fee, in coordination with the ASEB.

II. MEMBERSHIP

The membership of the Student Senate shall be:

I. 2 Student Senators to represent students in the College of Business and Economics.
II. 2 Student Senators to represent students in the College of Fine and Performing Arts.
III. 2 Student Senators to represent students in the College of Humanities and Social Sciences.
IV. 2 Student Senators to represent students in the College of Science and Engineering.
V. 2 Student Senators to represent students in Fairhaven College of Interdisciplinary Studies.
VI. 2 Student Senators to represent students in the Graduate School.
VII. 2 Student Senators to represent students in the Huxley College of the Environment.
VIII. 2 Student Senators to represent students in the Woodring College of Education.
IX. 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.
I. The AS Board Assistant for Academic Shared Governance (non-voting member, serving as Secretary).
II. The Student Representation and Governance Advisor (non-voting member, serving as an Advisor).

III. SENATE PRO-TEMPORE

The Senate Pro-Tempore will be elected in accordance with the AS Elections Code procedures and AS Constitution. They will convene all meetings and will serve as the representative of the Student Senate. They will serve as a voting member on the ASEB and as a non-voting member the Student Senate with an exception for tie-breaking votes. The Senate Pro-Tempore will chair, facilitate, and create agendas for the Student Technology Fee Committee and the ASWWU Student Senate. The Senate Pro-Tempore will work with the Vice-Chair to assign Committee and Voting responsibilities to Student Senators for the following committees, including but not limited to;
The Senate Pro-Tempore will also serve as a recurring invitee to:
I. Faculty Senate
II. Western Washington University Board of Trustees.

The Senate Pro-Tempore will ensure the stewardship of student funds, in accordance with the Associated Student goals and policies, by management of the following fund(s):
I. Student Senate (FXSSN).

The Vice-Chair shall be elected between two meetings, starting during the first meeting of Fall Quarter. The Vice-Chair will perform the duties of the Senate Pro-Tempore in their absence but will not have their voting rights. Additionally, the Vice-Chair will assist the Senate Pro-Tempore with committee appointments. As well as attending any meetings Student Senators are otherwise unable to attend and have expressed in written notice to the Vice-Chair 24-48 hours prior to absence.

IV. MEETINGS

The Student Senate will hold bi-weekly (every other week) meetings, in consideration of other standing meeting times. Any member (voting or non-voting) may call a meeting when agreed upon by 51% of the seated voting membership, in written expression to the Senate Pro-Tempore. It is the discretion of the Senate Pro-Tempore and Vice-Chair to hold additional meetings as necessary, in the case of an urgent situation. A meeting may be cancelled only with 24 hours' notice and must be agreed upon by 51% of the seated voting membership. All meetings will be subject to the Open Public Meetings Act in accordance with RCW 42.30.

V. VOTING

In order for an action item or resolution to pass, it must obtain 51% of the eligible votes cast. An abstention by a Student Senator will not count as a vote cast in favor or against the action item or resolution being voted upon.

VI. COMMITTEES

Each Senator shall be appointed to sit on 1-3 committees within WWU and the AS governance structure. The appointments shall be done by the Senate Pro-Tempore, and the Vice-Chair. The committees Student Senators are eligible to serve on include, but are not limited to;
I. Academic Coordinating Commission.
II. Academic Coordinating Commission Executive Board.
III. Academic Fee Committee.
IV. Center for Community Learning Advisory Board
V. Committee on Undergraduate Education.
VI. Enrollment Fee Funding Allocation Committee.
VII. Scholars Week Steering Committee.
Student Senators are responsible for attending all assigned committee meetings and developing a report which they will then present to the Student Senate at the next scheduled Student Senate meeting.

VII. CONSTITUENCY

Each Student Senator representing their WWU College is responsible for representing the interests of that group. Each of the Student Senators representing the at-large population of undeclared students are assigned to the constituency of the general university population, and thus must act accordingly. Student Senators are encouraged to advocate for the needs of their constituency as well as to practice diplomacy between Student Senators during Student Senate meetings, and other related affairs.

VIII. BYLAWS

The Student Senate may adopt and amend the Bylaws governing its body by a 3/4* majority vote of seated members on the Student Senate. If the Student Senate does such an action, it is expected that the Student Senate explain their reasoning in a report at the next available AS Executive Board meeting.

IX. AMENDMENTS

This Charge & Charter may be amended by a 3/4* majority vote of the ASWWU Student Senate, and approval of the University President. If an amendment is made, it is expected that the Student Senate explain their reasoning in a report at the next available AS Executive Board meeting.

X. REPORTAGE

The ASWWU Student Senate will not report to any other body of the AS but will provide a report to the Senate Pro-Tempore on request of the ASEB, in the spirit of shared governance. The ASEB may request any matter to the Student Senate for its consideration, including interpretation or application of personnel policies. The Student Senate may make recommendations to the ASEB, via the Senate Pro-Tempore. Any Student Senator may choose to bring an item to the Student Senate in regard to any member of the ASEB directly defying or disobeying the AS Election Code. The Student Senate will then work with the Student Representation and Governance Advisor to determine a consequence for any actions found in violation of the aforementioned code.
Introduction

Summary
[A summary of what the Senate did this year, including a broad overview of its place in shared governance this year]

Membership
Gabe Wong (she/they)
Chair & President
wongg4@wwu.edu
Dacey Durbin (she/her)
Vice-chair
Business and Economics
durbind@wwu.edu
Nely Vasquez (she/her)
Secretary
vasquen@wwu.edu
Lauren Johnson (she/her)
At-Large
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James Dinh (he/him)
At-Large
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Mariana Flores (she/her)
At-Large
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Autumn Kay-Chapman
At-Large
Resigned Jan. 28, 2024
Devin Moreno (he/him)
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morenod2@wwu.edu
MJ Dizon (he/her)
Fine and Performing Arts
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Ella Byerly
Fine and Performing Arts
Resigned Feb. 21, 2024
Yasmin Lamas Flores (she/her)
Humanities and Social Sciences
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Miguel Angel Acuña-Martinez (he/him)
Humanities and Social Sciences
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Zoe Absalonson (she/her)
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Marv Locke
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Resigned Nov. 6, 2023
Miguel Estevez (he/him)
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esteveem@wwu.edu
Emily Carsten (she/her)
Fairhaven
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Quincy Ingalls
Fairhaven
Resigned Dec. 15, 2023
Ellen Esteves (she/her)
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Milla Miller (she/her)
Graduate School
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Lola Thompson (she/her)
Environment
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Meli Bernal (she/her)
Environment
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Lily Duong (she/her)
Woodring
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Matt Condon
Woodring
Resigned Feb. 7, 2024
Leona Friedman (she/her)
Senate Advisor
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Adam Lorio (he/him)
Government Advisor
lorioa@wwu.edu

Year Summary

Summer
1. The Senate did not meet during the summer.
2. The Senate met for a week of training in September.

Fall
3. The Senate, in coordination with the Executive board, approved minor revisions to the Finance Council Charter to change its membership and make it easier for it to meet (Appendix A).
4. The Senate approved a joint statement with the Executive to support students in light of the humanitarian crisis in Gaza (Appendix B).
5. The Senate, in coordination with the Executive board, agreed to a resolution calling on the university to divest from fossil fuels among other demands (Appendix C).
6. The Senate adopted a revised set of parliamentary procedures and meeting guidelines, the Executive Board later adopted them in the Winter (Appendix D).

**Winter**

7. The Senate, in coordination with the Executive Board, agreed to a resolution calling on the university to recognize and negotiate with Operational Student Employees (Appendix E).
8. The Senate, in consultation with the Executive Board, approved revisions to the AS Charter (Appendix F).
9. The Senate, in coordination with the Executive Board, agreed to a resolution advocating for strong accommodations for students observing Ramadan (Appendix G). A resolution on this topic has been passed every year for the past few years.
10. The Senate, approved revisions to position descriptions for 2024-2025 (Appendix H). These revisions were drafted by Leona Friedman and Adam Lorio and were intended to be mostly for formatting and clarity.

**Spring**

11. The Senate referred the approval of a new food security fee to the Student Body (ASWWU-SP24-Ref2, Appendix I). This referendum passed, the implementation and the assessment of the fee will take some time to come into force.
12. The Senate coordinated with the Executive Board to refer a constitutional amendment to the Student Body. This referendum (ASWWU-SP24-Ref1, Appendix J) passed and as such the constitutional amendment took effect.
13. The Senate coordinated with the Executive Board to charter the conference committee to ensure joint governance and in a form coherent with the amended constitution (Appendix K).
14. The Senate coordinated with the Student Tech Fee Initiatives Committee and the University President to approve funding for initiatives (Appendix L).
15. The Senate coordinated with the Executive Board and Finance Council to approve an AS budget for Fiscal Year 2025 (July 1, 2024-June 30, 2025) (Appendix M).

**Colleges**

This is a brief overview of what each delegation of Senators worked on this year. For full details, reference that delegation’s full report.

**At-Large**

**College of Business and Economics**
Sen. Durbin and Sen. Moreno represented CBE this year. [Summary]

**College of Fine and Performing Arts**
Sen. Dizon and Sen. Byerly represented CFPA this year. [Summary]
College of Humanities and Social Sciences
Sen. Acuña-Martinez and Sen. Lamas Flores represented CHSS this year. [Summary]

College of Science and Engineering
Sen. Hardgrove and Sen. Absonlon sat on various committees within their college and the university, and the AS committees. Sen. Locke resigned in Fall 2024, which led to Absonlon being appointed as a replacement. Most of the work done by the Senators during this term was through committee and workgroup work. Some examples include trying to get a new ethics course in the CSE, working on outreach, and debating AI detection software.

College of the Environment
Throughout the year Sen. Thompson and Sen. Bernal participated in committee meetings including the CENV Committee on Diversity and Community Affairs, the CENV Policy Committee, and the Academic Honesty Board. They also helped complete a project to assess CENV events and associated costs. They started and continued some ongoing projects including securing funding for the Outback Farm, getting student fee funding for food security, and getting a grocery store on campus.

Fairhaven College of Interdisciplinary Studies
Sen. Estevez, Sen. Carsten, and Sen. Ingalls represented Fairhaven this year. They attended the Fairhaven all-staff meeting regularly and participated in various ad hoc working groups and task forces. They worked on several projects throughout their time. The Senators’ main ongoing project is the Fairhaven Entry Way Art Installation. Another issue of concern is the defunding of the Outback Farm.

Graduate School
During their time in office, Sen. Miller and Sen. 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.

Woodring College of Education
Sen. Duong and Sen. Condon represented Woodring this year. [Summary]

Subcommittees, Taskforces, Workgroups
Bylaws Working Group
The Bylaws Working Group was formed in October 2023 with the intent of preparing an amendment to the Bylaws. It was made up of Pres. Wong, Sen. Durbin, Sen. Johnson, and Sen. Bernal. Winter quarter, the group focused on deep editing and restructuring of the Bylaws. In Spring quarter the group revisited its goals and set a tight timeline to finish the Bylaws for the Student Senate’s review before the end of the academic year.
**Outreach Taskforce**  
[Summary]

**Charter Update Workgroup**  
The joint workgroup was chaired by Pres. Ryan and consisted of VP Synder, Pres. Wong, and Sen. Hardgrove. In Fall, the workgroup reviewed and exchanged drafts of an amended Charter with the University administration. The administration's final draft incorporated many of the workgroup's suggested changes and by mid-Winter Quarter the workgroup recommended approval by both governing bodies.

**AI Recommendations Workgroup**  
[Summary]

**Important Final Actions**

**Finance Council Membership**
The AS Business Director and the

**Statement Supporting Students in Light of Humanitarian Crisis in Gaza**
[Summary]

**Resolution on Fossil Fuel Divestment [Sen. J. Res. 2023/24-01]**
[Summary]

**Resolution on Operational Student Employee Union Recognition**
[Summary]

**Resolution on Ramadan Accommodations**
[Summary]

**Food Security Fee Referendum**
[Summary]

**STF Fee Allocations 2024**
[Summary]

**ASWWU Budget FY25**
[Summary]

**Projects**
These are the projects that involved the whole senate. Details on individual Senators’ projects can be found in that senator’s respective report.

**Completed Projects**

**ASWWU Charter Amendment**
1. Context + Timeline
   a. Spring of 2023, Melynda Huskey (VP Enrollment and Student Services) told Rahma Iqbal (Senate President 2022-23) and Sargun Handa (AS President 2022-23) that
Sabah Randhawa (University President) wanted the AS to renew its charter by the end of Spring 2023.

b. In Spring 2023, the senate discussed the charter, and the consensus was to give the revision more time, VP Huskey and Pres. Randhawa agreed to extend the timeline.

c. In Summer 2023, the newly elected chairs briefly discussed the charter revisions and decided to wait so the rest of the student government could be involved.

d. In Fall 2023, the Student Government convened a joint Charter working group consisting of Keara Ryan (AS President), Gabe Wong (Senate President), Sophie Snyder (ASVP Enrollment and Student Services), and John Hardgrove (CSE Senator). This group worked on revisions to the Charter throughout the quarter.

e. In Winter 2023, the student government and President Randhawa approved the new Charter.

2. Goals
   a. To update the charter to reflect the current role of student government.
   b. To improve the clarity of the Charter so it would be more understandable to students at-large.
   c. To create a Charter that could last another 13 years.

3. Results
   a. Improved Charter language clarity
   b. Made Charter language match Student Government-related Washington State Laws
   c. Clarified where Student Government’s “legal” authority originates from: the University.
   d. Clarified that voting membership includes currently only those students on the Bellingham Campus. (An amendment to the charter is not necessary to include students on satellite campuses in the voting membership, they’d just have to pay S&A fees to access WIN or similar)
   e. Clarified that the ASWWU is a subsidiary part of the University and must as such follow the University’s policies and procedures.
   f. Added a requirement that the ASWWU reviews its internal structures at least every 5 years.

4. Credits
   a. The 2022-23 Senate and their in-depth discussion of the charter last spring.
   b. The members of the Charter working group for their important perspectives.
   c. Melynda Huskey for her collaboration.
   d. Adam Lorio and Leona Friedman for their advising support.
   e. The whole Student Government for understanding the importance of this amendment.

ASWWU Constitution Amendment
1. [Context + Timeline]
2. [Goals]
3. [Results]
4. [Credits]
Ongoing Projects

**ASWWU Senate Bylaws Amendments**

1. **Context + Timeline**
   a. In Fall 2022, Rahma Iqbal (2022-23 Senate President) indicated that the Senate Bylaws needed to be updated. The 2022-23 Senate did not end up working on this issue.
   b. In Summer 2023, Gabe Wong (Senate President) started working on potential updates to the bylaws.
   c. In Fall 2023, the Senate formed the Bylaws working group consisting of Lauren Johnson (At-Large Senator), Dacey Durbin (CBE Senator, Vice-Chair), Meli Bernal (CENV Senator), and Wong.
   d. The working group spent 6-7 months in regular meetings and discussions about the bylaws.
   e. [The Senate approved the amendment to the bylaws.]

2. **Goals**
   a. To draft an amended set of bylaws that at least conformed to current Senate practices.
   b. To make Senate practices more efficient and accessible.

3. **Results**
   a. Cut down the bylaws from 7 pages to 5 pages.
   b. Reorganized and simplified the bylaws for clarity.
   c. Clarified lots of different processes.
   d. Created the Communications Officer leadership role.
   e. Clarified the duties of Senators and each leadership role.

4. **Credits**
   a. Former Pres. Iqbal for kicking off the amendment process.
   b. Sen. Johnson for keeping the working group together and moving forward.
   d. Leona Friedman (Senate Advisor) for her ideas and insight into readability.
   e. Adam Lorio (Government Advisor) for his advice on how to do the work and think about the work.

**Future work and opportunities**

The Senate is still a new governing body; it has more growing to do. There are many paths forward for it. The Senate could double-down on its academic focus by strengthening its relationships with the provost's office, college faculty governance structures, and the Faculty Senate. The Senate could maintain its current projects plus committees approach. It could also shift to a very project-heavy approach with extensive subcommittees. These are not the exclusive opportunities available to the Senate, creativity can likely uncover more ways forward.

It is necessarily the case that there will be year-by-year differences in how the Senate operates especially with regards to the level of engagement that Senators have with the University’s governance structures. There is value in maintaining good working relationships with Administrators, Faculty, and Faculty governance; however, limiting Senate work to just
committees and meetings with administrators would hamper the Senate’s ability to make change. An effective Senate should facilitate collaboration between Senators, ASVPs, students, and clubs while interfacing with institutional governance with clear intent.

Motions of the Student Senate

Meeting of October 2, 2023
SEN-23-F-1 To pass 5/24/23 minutes Passed
SEN-23-F-2 To add two minutes to the Senate Instagram topic Passed

Meeting of October 9, 2023
SEN-23-F-3 To approve the October 2nd, 2023 minutes with the motions to change the current meeting date to the previous meeting date and start the motions with 1 and 2 Passed
SEN-23-F-4 To move the Finance council charter revisions topic to an action item. Passed
SEN-23-F-5 To approve the changes to the Finance Council Membership Passed

Meeting of October 23, 2023
SEN-23-F-6 To approve the October 9th, 2023 minutes. Passed
SEN-23-F-7 To approve Quincy Ingalls as the Chair of the Student Advisory Committee. Passed
SEN-23-F-8 To go into Executive Session for 5 minutes for the purpose of looking at the applicant’s statement and to keep Friedman, Vasquez, and the Senate President in the room. Passed
SEN-23-F-9 To appoint Devin Moreno as the Co-Senator for the College of Business and Economics. Passed

Meeting of October 30, 2023
SEN-23-F-10 To approve the statement considering the humanitarian crisis in Gaza. Passed

Meeting of November 6, 2023
SEN-23-F-11 To approve the revisions and tabling the Chair’s report. Passed
SEN-23-F-12 To table the SAC appointment. Passed
SEN-23-F-13 To appro...
SEN-23-F-20 To approve the Parliamentary Procedure document.  Passed
SEN-23-F-21 To approve the AS Governance Meeting Guidelines document.

Meeting of January 10, 2024
SEN-24-W-22 To approve consent items.  Passed

Meeting of January 24, 2024
SEN-24-W-23 To approve the Consent Items with the edit to the Senate Reports.  Passed
SEN-24-W-24 To approve WAWU OSE Resolution.  Passed
SEN-24-W-25 To approve ASWWU Charter.  Passed

Meeting of February 7, 2024
None

Meeting of February 21, 2024
SEN-24-W-26 To approve Consent Items.  Passed
SEN-24-W-27 To table the “Considering the removal of Ella Byerly” item.  Passed
SEN-24-W-28 To approve the “Minor Revisions to Rules of Op and Parli Pro” item.  Passed
SEN-24-W-29 To approve the “Confirmation of Zoe Absalonson as the CSE Student Senator” item.  Passed

Meeting of March 6, 2024
SEN-24-W-30 To approve 2-21-24 minutes.  Passed
SEN-24-W-31 To table “Update to Job Description.”  Passed
SEN-24-W-32 To approve Consent to distribute: Ceasefire Resolution.  Passed
SEN-24-W-33 To approve the “Ramadan Resolution” item.  Passed
SEN-24-W-34 To confirm the appointment of Milla Miller.  Passed

Meeting of March 20, 2024
SEN-24-W-35 To approve the edits made to the position descriptions.  Passed
SEN-24-W-36 To approve the Elections Code.  Passed
SEN-24-W-37 To confirm the appointment of Emily Carsten.  Passed
SEN-24-W-38 To move to the “Introduction to New Senators” item after “Advisor Budget Updates.”  Passed

Meeting of April 3, 2024
SEN-24-S-39 To approve 3/6 and 3/13 minutes.  Passed
SEN-24-S-40 To move to the “Introduction to New Senators” item after “Advisor Budget Updates.”  Passed

Meeting of April 17, 2024
SEN-24-S-41 To approve the Consent Items with replacing the W to S in the motions for the April 3rd, 2024 minutes.  Passed
SEN-24-S-42 Amending the Constitutional Referendum Language to change Student Senate to Senate.  Passed
SEN-24-S-43 Adopting a weekly meeting schedule with adjusted hours and an online format for the new meetings.  Passed
SEN-24-S-44 Approve the Constitution Referendum Language.  Passed
SEN-24-S-45 To approve the referendum question language at  Passed
the end of the proposal section, with the addition of “full time students.”

SEN-24-S-46 To move the reports to next week’s meeting. Passed

Meeting of April 24, 2024
SEN-24-S-47 To approve the Consent Items with replacing the W to S in the motions for the April 3rd, 2024 minutes. Passed
SEN-24-S-48 To amend the referendum language in this modified document to put through to the student body. Passed

Meeting of May 1, 2024
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

Meeting of May 8, 2024
None

Meeting of May 15, 2024
SEN-24-S-51 To approve the Consent Items. Passed
SEN-24-S-52 To approve the Conference Committee Charter. Passed

Meeting of May 22, 2024
None, meeting cancelled.

Meeting of May 29, 2024
SEN-24-S-51 To approve Consent Items with edits to the May 22nd, 2024 minutes. Passed
SEN-24-S-52 Table the Student Senate Bylaws. Passed
SEN-24-S-53 Table the Repeal of the Student Senate Charter. Passed
SEN-24-S-54 To approve the Student Tech Fee Initiatives. Passed

Meeting of June 5, 2024
[Motions]