

**THE ASSOCIATED STUDENTS  
OF THE UNIVERSITY OF WASHINGTON, TACOMA**

**BYLAWS**

<b>Article #</b>	<b>Title</b>	<b>Page #</b>
Article I	Duties of the Executive Board & Senate	2
Article II	Rules of the Executive Board & Senate	4
Article III	Standing Committees of the ASUWT	8
Article IV	Ratification	11

## **ARTICLE I**

### **DUTIES OF THE EXECUTIVE BOARD AND SENATE**

#### **SECTION 1: PRESIDENT**

The President of the ASUWT shall fulfill all duties as stated in the ASUWT Constitution, Bylaws, and Personnel Policies and:

- A. Serve as the Chair of the Executive Board
  - 1. Conduct regularly scheduled meetings of the Executive Board, at least 5 times per quarter, excluding Summer;
  - 2. Initiate and distribute projects and tasks to Team ASUWT as applicable and ensure their completion;
- B. Serve as the official spokesperson of the ASUWT in campus, community, and inter-school relationships;
- C. Conduct at least one student forum per quarter for the purpose of obtaining student comments and concerns.
- D. Serve as ex-officio member, without vote, to the Senate and all ASUWT Committees except on any committee for Recall Elections, which may be established, unless officially excused;
- E. Recommend to the Senate, appointments and/or replacements to appropriate ASUWT and University Committees;
- F. Meet with UWT administration at least twice per quarter along with the Vice-President.
- G. Shall chair the Student Relations Committee;
- H. Establish a minimum of twenty-five (25) regular hours per week (eight hours of which are to be spent in the Team ASUWT office); and
- I. Maintain accountability for hours through submission of a quarterly report to the Senate accounting for all time spent on ASUWT matters.
- J. Recommend to the Senate, the removal of any Executive Board or Senate member who accumulates more than two unexcused absences or more than four accumulated absences of regularly scheduled meetings in one quarter, in accordance with the impeachment policies outlines in the ASUWT Constitution.

## SECTION 2: VICE PRESIDENT

The Vice President shall fulfill all duties as stated in the ASUWT Constitution, Bylaws and Personnel Policies and:

- A. Fulfill the duties of the President in the event of his/her absence;
- B. Serve as chair to the ASUWT Senate:
  - 1. Conduct regularly scheduled meetings of the Senate at least five (5) times per quarter, excluding Summer Quarter;
  - 2. Ensure all acts of the Senate are executed.
- C. Meet with UWT administration at least twice per quarter along with the President.
- D. Complete assigned projects and tasks as directed by the ASUWT President;
- E. Attend all regularly scheduled Executive Board, Senate or special meetings unless officially excused by the President;
- F. Establish a minimum of twenty regular office hours per week (six hours of which are to be spent in the Team ASUWT office); and
- G. Maintain accountability for hours through submission of a quarterly report to the Senate accounting for all time spent on ASUWT matters.
- H. Initiate projects to be completed by Team ASUWT.

## SECTION 3: SENATORS

Senators shall fulfill all duties as stated in the ASUWT Constitution, Bylaws and Personnel Policies and:

- A. Provide student representation, advocacy, and involvement while promoting student interests;
- B. Cultivate relations between the ASUWT and students-at-large to encourage a positive communication flow between the ASUWT and their constituency;
- C. Serve as Chair of at least one ASUWT Standing Committee and serve as a representative on one ASUWT or UWT committee;
- D. Approve the Policies and Procedures of the ASUWT and all standing or ad-hoc committees;

- E. Complete projects as directed by the ASUWT President and Vice-President;
- F. Attend all regularly scheduled EB, Senate and specially-called meetings, unless officially excused by the meeting Chair;
- G. Establish a minimum of ten regular hours per week (three hours of which is to be spent in the Team ASUWT office); and
- H. Maintain accountability for hours through submission of a quarterly report to the Senate accounting for all time spent on ASUWT matters.

## **ARTICLE II**

### **RULES OF THE EXECUTIVE BOARD AND SENATE**

#### **SECTION 1: ABSENCES AND LEAVES OF ABSENCE**

- A. In the absence of the President, the Vice President shall serve as Chair of the Executive Board. In the absence of both the President and the Vice President, no official action will be taken and the meeting shall be rescheduled to occur within seven days.
- B. Leaves of Absence
  - 1. All leave of absences must be approved through the ASUWT personnel policies.
  - 2. The President must be informed in writing when a leave of absence is granted.
  - 3. The President will ask for a list of the status of all tasks normally assigned to that Team ASUWT member.
  - 4. At no time shall more than two members of the Senate be granted leave of absence, except for extenuating circumstances.
- C. Members of the EB and Senate shall be allowed no more than two unexcused absences or more than four consecutive accumulated absences of regularly scheduled meetings in one quarter.

#### **SECTION 2: THE EXECUTIVE BOARD-ELECT**

The Executive Board-Elect shall:

- A. Determine Team ASUWT representatives to the ASUWT Standing Committees;

- B. Appoint and direct the Graduation and Events Committee to begin Autumn Quarter events;
- C. Appoint and direct the Elections Administration Committee to begin planning and implementing in preparation for Fall Elections of their respective term of office;
- D. The Executive Board-elect shall conduct no meetings until they have been officially declared elected after the General Election. The term General Elections does not include run-off elections unless the necessity of such run-off elections deprives the Executive Board Elect of a quorum or final validation of the ASUWT President;
- E. Consider its actions official within the scope of duties outlined in Section 2, Subsection A of this Article. The Executive Board-Elect shall not take any action or exert any influence in those areas of the ASUWT not related to budget hearings, preparation of the budget and Standing Committee appointments; and
- F. Have access to the support services and staff of the ASUWT.

### SECTION 3: MEETINGS OF THE EB & SENATE

- A. Executive Board and Senate meetings shall be conducted according to the Constitution of the ASUWT, the Bylaws, and the Rules of the Executive Board. All meetings shall be conducted in accordance with the current edition of Robert's Rules of Order.
- B. All meetings of the Executive Board and Senate shall be conducted according to the Washington State Open Public Meetings Act. All meetings shall be open to members of the ASUWT and the public unless the Chair orders an Executive Session. An Executive Session may be ordered to discuss matters relating to:
  - 1. Purchase or lease of real estate;
  - 2. Appointment, employment or dismissal of an employee or unpaid worker;
  - 3. Hearing of charges against an employee, unless such employee requests an open hearing; or
  - 4. Any other purpose allowed by the Washington State Open Public Meetings Act.
- C. In the event that any meeting is interrupted by an individual, group or groups of persons so as to render the orderly conduct of the meeting unfeasible and order cannot be restored, the Executive Board or the Chair may order the meeting room cleared and continue in session. Once the room is cleared, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media shall be readmitted in compliance with state law. If the clearing of the meeting room is unfeasible, the meeting may recess and reconvene at another location selected by a majority vote of Team ASUWT.

- D. Minutes shall be publicly posted not later than five days after approval at the next scheduled meeting.

#### SECTION 4: PUBLIC FORUM

- A. The Executive Board and Senate shall present a Public Forum at each meeting before any agenda items calling for action.
- B. The Public Forum shall allow no more than twenty minutes or ten persons to speak to the Executive Board on any item, which is of concern to the speakers.
- C. Anyone may speak to the Executive Board and Senate during Public Forum, although University of Washington, Tacoma students shall be given priority to speak.
- D. Any persons wishing to speak at Public Forum must sign in on a sign-up sheet provided in the Team ASUWT Office. People who wish to speak during Public Forum will have until the beginning of each meeting to sign up. If time permits and/or at the discretion of the chair, extemporaneous speakers shall be permitted.

#### SECTION 5: CHAIR OF THE SENATE

The Vice President shall preside as moderator over the Senate and all Senate meetings (as described in the ASUWT Constitution Article I, Section 2, Subsection B).

#### SECTION 6: VICE CHAIR OF THE SENATE

- A. The Senate shall elect from its membership a Vice Chair at the first Senate meeting following Fall elections.
- B. The Vice Chair shall:
  - 1. Serve as chair of the Senate in the absence of the ASUWT Vice President.
  - 2. Be responsible for ensuring the Senate is informed of the functioning of its committees and appointees, or to delegate that responsibility to the Chair Pro-Tem of the Senate;

#### SECTION 7: SENATE APPROVAL OF BUDGETS

- A. The Senate shall approve the annual budget plan of Team ASUWT that will be submitted to the SAFC.

#### SECTION 8: OPEN SELECTION PROCESS

- A. In the event of a vacancy on the Executive Board or Senate, the ASUWT President shall announce an open availability and deadline for application, which shall be one week after the announcement, in accordance with the ASUWT Constitution.

- B. The application packet shall include:
  - 1. The application deadline
  - 2. An explanation of the interviewing process
  - 3. The applicant's responsibility to facilitate setting an interview appointment
  - 4. The ASUWT Constitution and Bylaws
- C. After the deadline for applications, no late applications shall be considered.
- D. The Vice President shall set interviews within one week of the final application deadline.
- E. Each application will interview with a panel of three ASUWT members:
  - 1. ASUWT President
  - 2. Vice President
  - 3. One other Team ASUWT or designee to be appointed by the ASUWT President.
- F. When the interviewing process is complete, the interviewing panel shall collaborate in open discussion and shall vote by a show of hands.
- G. In the event of a tie, the ASUWT President shall make the tie breaking decision.
- H. The decision shall be brought before the Senate for approval.

#### SECTION 9: SECRETARIES OF THE EXECUTIVE BOARD & SENATE

All committees, Standing Committees, the Executive Board and the Senate must have a person designated as a secretary whose responsibilities shall be to:

- A. Keep written minutes and record attendance; and
- B. Prepare and distribute agendas of the upcoming meeting along with minutes of the previous meeting prior to the meeting pursuant to the Open Meetings Act. These minutes and agendas will also be given to the ASUWT Manager who will maintain files of ASUWT records, including the ASUWT Constitution, Bylaws, minutes and agendas of the meetings of the Executive Board, Senate, and committees; reports of the members of the Executive Board, Senate and ASUWT Committees; and other pertinent information.

## **ARTICLE III**

### **STANDING COMMITTEES OF THE ASUWT**

#### **SECTION 1: COMMITTEE MEMBERSHIP SELECTION**

- A. All ASUWT appointments shall be consistent with the University's non-discrimination policies.
- B. All ASUWT committees are appointed by the President of ASUWT and confirmed by a majority vote of the Senate.
- C. In accordance with Article VII, Section 1, the President of ASUWT shall solicit, through a written application process, candidates for all standing committee appointments.
- D. All ASUWT standing committees will be selected and approved not later than the end of the fourth week of autumn quarter. Appointments shall begin upon ratification.

#### **SECTION 2: STANDING COMMITTEES**

- A. The standing committees of ASUWT are:
  - 1. Elections Administration Committee
  - 2. Personnel Committee
  - 3. Student Technology Fee Committee
  - 4. Policies & Procedures Committee
  - 5. Public Relations Committee
  - 6. Legislative Affairs Committee
  - 7. Graduation & Events Committee
  - 8. Student Relations Committee
  - 9. Multicultural Awareness Committee

#### **SECTION 3: REPORTS FROM STANDING COMMITTEES**

- A. The Chair of the Standing Committee shall submit a quarterly report to the Senate. Such reports shall be submitted at the next regular meeting of the Senate. The Committee

report shall include, but not be limited to, the recommendation of the Committee and the Committee vote.

- B. Reports from the Standing Committees shall be acted upon as the Senate determines. The Senate shall consider itself officially notified of a Committee recommendation upon receipt of the written report from the Committee.

#### SECTION 4: COMMITTEE RULES, POLICIES AND PROCEDURES

- A. Each Standing Committee shall establish, with a two-thirds affirmative vote, necessary rules, policies and procedures not later than the fifth week of Autumn Quarter.
- B. Final approval of the Policies and Procedures must be obtained from the ASUWT Senate.
- C. Each Standing Committee shall keep on file a current copy of any and all rules, regulations and procedures.
- D. Each Standing Committee shall be chaired by the designated ASUWT member.
- E. Membership:
  - 1. There shall be a minimum of three voting student members. The composition of the committee must meet the following criteria:
    - a. For every two members of Team ASUWT on the committee, there must be at least one student-at-large.
    - b. This 1:3 ratio must be maintained for the committee to retain its sanction from the ASUWT Senate.
  - 2. A representative from the Office of Student Life and the ASUWT President shall serve as ex-officio members without vote to all ASUWT Standing Committees.

#### SECTION 5: GOVERNANCE COMMITTEE APPOINTMENTS

- A. All ASUWT appointments to University and ASUWT committees and to Faculty Councils and Committees shall be made on the basis of a fair and open selection process to be established by the Executive Board and published by the properly designated individual. The Executive Board must formally adopt criteria during the first week of Spring Quarter each year.
- B. ASUWT appointees to Committees may not automatically remain on a Committee after their term expires. Appointees may re-apply and go through an open selection process. ASUWT officers and Senators shall not have priority in being selected for Committees.

- C. Failure of an appointee to comply with the requirements outlined in the Bylaws may be cause for dismissal from the appointment.
- E. No student shall be permitted to sit on more than one budgetary committee simultaneously during a single academic term, unless a position remains vacant for more than one academic quarter.

#### SECTION 6: INTERIM APPOINTMENTS

- A. In cases where all of the provisions of open selection shall result in an unreasonable delay in filling a vacancy on a Committee, the ASUWT President shall make an interim appointment, subject to approval by the Executive Board.
- B. Interim appointments shall be for a period not to exceed four weeks.
- C. Interim appointments shall only be made when adherence to the open selection policy would preclude adequate ASUWT representation in important Committee deliberations.

#### SECTION 7: AD HOC APPOINTMENTS

- A. Appointments to ad hoc ASUWT and ad hoc University Committees must follow procedures specified in the open selection procedure. If the life of the ad hoc committee is four weeks or less, then membership shall be appointed as an interim appointment.

**ARTICLE IV**

**RATIFICATION**

Pursuant to mandates of the ASUWT Constitution, Article VI, Section 8, this amendment was submitted and approved by a two-thirds majority vote of the ASUWT Senate at a first meeting held on \_\_\_\_\_. This amendment was again approved by a two-thirds majority of the ASUWT Senate at a second meeting on \_\_\_\_\_.

Witnessed by:

\_\_\_\_\_  
ADRIENNE ARNOLD  
Senate Chair, Associated Students,  
University of Washington, Tacoma

\_\_\_\_\_  
KAREN STEINER  
Senate Secretary, Associated Students  
University of Washington, Tacoma