

Bylaw:	<u>2024-25/104A</u>
Disposition:	<u>Passed</u>
Date of Disposition:	<u>April 18, 2025</u>
Date Introduced:	<u>April 8, 2025</u>

An act relating to the duties of the ASEWU executive vice president.
Be it enacted by the ASEWU Senate that:

SECTION 1: Constitution

The ASEWU executive vice president shall be responsible for all duties as per Article III, Section V of the ASEWU Constitution.

SECTION 2: Meeting Attendance and Responsibilities

The ASEWU executive vice president shall be responsible for the following.

- A. Sign and abide by the most recent ASEWU Code of Ethics approved by the ASEWU Senate.
- B. Attend all meetings of the ASEWU Senate including weekly Senate meetings, work sessions and executive meetings.
- C. Meet one-on-one twice a quarter with each ASEWU senator and the ASEWU Senate clerk.
- D. Serve on the ASEWU Work Proposal Review Committee.
- E. Attend all meetings of the Student Facilities Board.
- F. Meet monthly, and as necessary, with the director of the Pence Union Building.
- G. During the first month of fall quarter, meet with PUB tenants and communicate with them when necessary.
- H. Meet and/or communicate monthly with the dean of students or designee.
- I. Meet monthly with the director for Student Engagement and Recreation.
- J. Attend all university homecoming committee meetings during the academic year as well as those during the defined summer term.
- K. Ensure the minutes for work sessions and Senate meetings are prepared and presented for approval at the next scheduled Senate meeting.
- L. Meet biweekly with the ASEWU Superior Court chief justice to receive assistance, review requirements as outlined in the ASEWU Constitution and Bylaws and ensure that the ASEWU senators and the senate clerk are complying with their requirements as outlined in the ASEWU Constitution and Bylaws.
- M. Fulfill the job responsibilities of vacant ASEWU Senate positions as outlined in Bylaw 107.
- N. Be familiar with the latest edition of *Robert's Rules of Order Newly Revised*.

Exceptions shall be permitted as per Section 7 of this act.

SECTION 3: Office Hours

The ASEWU executive vice president shall establish and maintain a minimum average of hours per week dependent on the allocation of funds for ASEWU

Executive positions in the previous years S&A Allocation process. The ASEWU Executive Vice president shall work no less than a weekly average of fifteen (15) hours per week (excluding finals week) of the current academic quarter and fifteen (15) hours per week during the defined summer term as per Bylaw 112.

- A. At least 80% of the said hours shall be maintained and spent weekly between the hours of 8:00 a.m. and 5:00 p.m. at the ASEWU Cheney office, between the hours of 8:00 a.m. and 6:00 p.m. at the ASEWU Spokane office, and/or between the hours of 8:00 a.m. and 8:00 p.m. at the Student Organization suite on the Cheney campus. Hours in the Student Organization suite shall be allowed on a case with majority approval from the ASEWU Superior Court.
- B. These scheduled office hours must be posted by the end of the second week of the quarter and at least eight (8) of these office hours shall be spent in the ASEWU Cheney office.
- C. Shall be approved by Senate by the second meeting of the quarter (excluding summer term).
- D. Shall be established and posted in the ASEWU offices by the end of the second week of the current academic quarter or term.
- E. The ASEWU executive vice president is expected to maintain and document their hours during the summer term.
- F. The ASEWU executive vice president shall be required to hold four (4) office hours at the EWU academic locations in Spokane per quarter (excluding summer term). These office hours may take place in the form of tabling sessions.
- G. Attend no less than two (2) non-ASEWU hosted events per quarter (excluding summer term) that the executive vice president is not a current member of or any affiliation with the sponsoring organization. One (1) of the two (2) events must be related to diversity and inclusion. This can include, but is not limited to, events focusing on gender, economic inequity, language, sexuality, mental health, ability, race, LGBTQA+, immigration, etc. These events must be approved by the ASEWU Superior Court chief justice in written form.

Exceptions shall be permitted as per Section 7 of this act and during such times that university business requires presence elsewhere.

SECTION 4: Reports

A biweekly activity report shall be submitted by the ASEWU executive vice president by 5:00 p.m. every other Friday during the academic year to the ASEWU Superior Court chief justice, advisor for ASEWU, and the Senate clerk. This report shall include the following items.

- A. Meetings and events attended.
- B. Communications with individuals pertinent to their position.
- C. Issues of concern to the ASEWU and any recommendations, if any.
- D. Future business and meetings.
- E. Other information, comments, etc. pertinent to ASEWU and/or department.

An oral report shall be given by the ASEWU executive vice president at each regularly scheduled meeting of the ASEWU Senate. The report shall contain the following.

- A. Briefly describe progress of their special projects.
- B. Reveal any issues of the ASEWU Senate and any recommendations, if any.
- C. Provide any other information, comments, etc. pertinent to the ASEWU Senate and/or special projects.

The ASEWU executive vice president shall submit a monthly written summation of their activities for the past month for inclusion in the meeting's agenda packet on the last regularly scheduled ASEWU Senate meeting of each month. A copy of the written report shall be submitted to all members of ASEWU Senate, executives, Court and cabinet twenty-four (24) hours prior to the ASEWU Senate meeting, not including weekends or holidays.

SECTION 5: Permanent Files

The ASEWU executive vice president shall maintain a permanent file of documents which are pertinent to their position. Said file shall be the following.

- A. Be the property of the ASEWU.
- B. Be organized and contain an accurate record of all resources and activities pertinent to said position.
- C. Be a digital file of documents generated and produced during their tenure in office. These documents shall include, but not limited to, written weekly, monthly and quarterly reports; job interview questions; written research, proposals or surveys conducted; agendas and minutes for ASEWU standing committees; planning documents of ASEWU sponsored events; transition information; or other documents as it relates to the position.
- D. On a monthly basis, the stated documents shall be uploaded to a designated ASEWU cloud space.
- E. Be used in the transition between administrations.

SECTION 6: Duties Involving Senate

It is the responsibility of the ASEWU executive vice president to organize and facilitate two (2) quarterly departmental evaluations of all ASEWU senators in order to ensure they are completing job requirements.

The executive vice president shall also provide the Superior Court chief justice with a written appraisal of all the ASEWU senators' performances to date, three (3) business days prior to the twice-annual performance evaluations conducted by the ASEWU Superior Court.

Exceptions shall be permitted as per Section 7 of this act.

SECTION 7: Exceptions

Absences of the ASEWU executive vice president shall be presented at the next regularly scheduled ASEWU Senate meeting.

Excused exceptions to the performance of duties by the ASEWU executive vice president may be permitted under the following conditions.

- A. Illness of said executive vice president.
- B. Campus closure.
- C. Family or personal emergency.
- D. Regularly scheduled classes.
- E. Any other reason deemed excusable by consensus of the ASEWU Senate.

In the event that any of the above reasons interfere with the ASEWU executive vice president's performance of duties, they shall notify the ASEWU president of the situation as soon as possible, either directly or indirectly in written form.

SECTION 8: Duty Performance

The ASEWU executive vice president shall participate in the performance evaluations conducted twice annually by the ASEWU Superior Court as outlined in Bylaw 707.

SECTION 9: Rescinded

Bylaw 2024-25/104 is hereby rescinded.

SPONSOR: Johnny Curtis, Kira Urbina, and Chloe Jensen

COMMITTEE REFERRAL: Review and Proposal

ASEWU Executive Vice President Date

ASEWU President Date

ASEWU Senate President Pro Tem Date
(Veto override)