

## **ASCE BOARD BYLAWS**

### **ARTICLE I            ELECTED OFFICERS**

Section 1            The membership of the board shall be set forth in Article III of the Associated Students of the College of Education (ASCE) Constitution and shall be further defined under these bylaws. ASCE officers may consider changing or adapting the number and type of chair positions as needed (i.e. Undergraduate Representative, Chair of Professional Development Program). The addition of a chair shall be approved by a two third majority vote of the board.

Section 2            The elected officers of ASCE shall be as follows:

- a.     Chair (Elected as Co-Chair in the prior year)
- b.     Co-Chair
- c.     Incoming Undergraduate Chair
- d.     Public Relations Chair
- e.     At--Large Representatives – US Diversity (up to 2)
- f.     At--Large Representatives – International Diversity (up to 2)
- g.     At--Large Representative – Graduate & Professional Student Senate
- h.     At--Large Representatives – Undergraduate Students (up to 2)
- i.     Student Support Committee Chair
- j.     Budget Committee (Treasurer) Chair
- k.     Diversity Chair
- l.     Academic Program Chair
- m.     Social Chair

Section 3            Terms of Office

- a.     The term of office for all elected officers shall be one (1) year, except for the co--chair who serves a second (2) year as Chair
- b.     There shall be no maximum amount of time any officer can serve on the board.
- c.     All elected officers positions should be a declared education major or minor

### **ARTICLE II            ROLE OF THE CHAIR**

Section 1            The Chair shall preside over and serve as the official representative of ASCE.

Section 2            The duties and responsibilities of the Chair shall be as follows:

- a.     Serve as the chair and presiding officer of ASCE.
- b.     Serve as a voting member of ASCE in the case of a tie.

- c. Serve on Faculty Council/Faculty Meetings.
- d. Serve as one (1) of the two (2) Faculty Council representatives in order to be liaison between faculty and students.
- e. Temporarily fulfills the duties of any vacant area representative position for no longer than four weeks.
- f. Register ASCE as a student organization on a yearly basis as necessary with the UW Office of Student Activities.
- g. Provide leadership on the goals, environment, and setting of ASCE
- h. Attend at least 2 ASCE events a year.
- i. Add any updates to upcoming agenda 24 hours before scheduled meetings.

Section 3 Language from the Faculty Code on Faculty Council:

*Responsibilities: There shall be an elected faculty council whose responsibilities shall be to advise the Dean on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. 23-45.C). The Faculty Council shall provide governance for the faculty of the College of Education. This body shall be concerned with all domains of faculty authority and duties of the College of Education faculty and the professional and personnel issues affecting faculty. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the College of Education faculty and shall account to the College of Education faculty for those acts.*

*The Faculty Council shall provide for: (1) oversight, coordination, and support of the activities of all College of Education standing committees, and (2) election of the chair and members of the Faculty Council and the chairs of the standing committees.*

**ARTICLE III                      ROLE OF THE CO--CHAIR**

- a. Organize ASCE regular meetings by determining time and location and relaying this information to the PR Chair in a reasonable time period
- b. Prepare agenda for all ASCE meetings and distribute proposed agenda 72 hours before the scheduled meeting to board members
- c. Keep minutes at all meetings and publicly distribute within 72 hours.
- d. Facilitate all ASCE meetings.
- e. Maintain attendance records for all ASCE meetings.
- f. Ensure that all ASCE committees have appropriate leadership.
- g. Maintain internal ASCE communication records in shared Google Drive.
- h. Recruit volunteers to document all ASCE events and programs and retain artifacts, including but not limited to, written notes, photography, and video.

- i. Ensure that all artifacts collected in Subsection (g) are properly stored in a public manner.
- j. Attend at least 2 ASCE events a year.

#### **ARTICLE IV**

#### **ROLE OF THE PUBLIC RELATIONS CHAIR**

- a. Distribute announcements of all ASCE meetings, events, and other business to the College of Education.
- b. Prepare press releases, announcements, and other content for public distribution.
- c. Coordinate with board to distribute relevant announcements and information to the students within each representative's area.
- d. Administer the election process as outlined in Article X of the By--Laws and prepare election materials.
- e. Prepare and distribute a survey to members from which relevant information regarding student concerns are collected and presented to the board for action.
- f. Attend at least 2 ASCE events a year.
- g. Add any updates to upcoming agenda 24 hours before scheduled meetings.

#### **ARTICLE V**

#### **ROLE OF THE SOCIAL CHAIR**

- a. Serve as a member and liaison for all social event committees.
- b. Maintain lines of communication with all other College of Education student organizations.
- c. Plan quarterly social events for ASCE members

#### **ARTICLE VI**

#### **ROLE OF THE AT--LARGE AND AREA REPRESENTATIVES**

- a. Diversity Representative – International:
  - i. Represent students coming from international backgrounds and serve to support and promote diversity within the College of Education's student body.
  - ii. Distribute public announcements and event information as received from the PR Chair.
  - iii. Serve on at least one (1) event committee per academic year.
  - iv. Attend fall and spring orientation events with ASCE name tag.
  - v. Attend at least 2 ASCE events a year.
  - vi. Add any updates to upcoming agenda 24 hours before scheduled meetings.

- c. Diversity Representative –United States:
  - i. Represent students coming from a historically underrepresented minority group in the U.S. and serve to support and promote diversity within the College of Education's student body.
  - ii. Distribute public announcements and event information as received from the PR Chair.
  - iii. Serve on at least one (1) event committee per academic year.
  - iv. Attend fall and spring orientation events with ASCE name tag.
  - v. Attend at least 2 ASCE events a year.
  - vi. Add any updates to upcoming agenda 24 hours before scheduled meetings.

D. GPSS Representative:<sup>1</sup>

- 1. Act as a liaison for GPSS and ASCE officers.
- 2. Attend all GPSS Senate meetings.
- 3. Attend ASCE meetings as outlined in the Constitution and Section 8 of the by--laws.
- 4. Compose a report of GPSS meetings and other events for presentation at each regular ASCE meeting. Add any updates to upcoming agenda 24 hours before scheduled meetings
- 5. Attend fall and spring orientation events with ASCE nametag.
- 6. Recruit College of Education Senators to maximize representation in GPSS
- 7. Attend at least 2 ASCE events a year.

**ARTICLE VII**

**ROLE OF THE COMMITTEE CHAIRS:**

Section 1

Duties of the committee chairs

- a. Attend all committee meetings with faculty members.
- b. Act as a liaison for Faculty Committees and ASCE.
- c. Report/Update committee information at ASCE meetings. Add any updates to upcoming agenda 24 hours before scheduled meetings.
- d. Attend fall and spring orientation events with ASCE nametag.
- e. Review committee descriptions in the faculty committee bylaws and update the role descriptions as applicable
- f. Attend at least 2 ASCE events a year.

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<sup>1</sup> As of Spring 2011, the board feels that it is in the best interests of the College of Education to have one permanent at-large representative to the GPSS Senate. In the future, we hope that more students will be interested in these positions and a selection or election process can be designed to accommodate those students. In the meantime, any other students that are interested in representing the College of Education in the GPSS Senate will be considered on a case-by-case basis.

Section 2

Description of all committees form the Faculty Code

- A. *Academic Programs and Initiatives Committee - The Standing Committee on Academic Programs and Initiatives develops, recommends, and interprets academic policy pertinent to undergraduate and graduate academic programs in Education. The committee shall be responsible for recommending policy and policy changes that relate to development of curriculum for undergraduate and graduate programs, reviewing and evaluating all such programs, recommending approval or denial of new or significantly altered degree programs, and reviewing and evaluating all major course changes or new courses.*
- B. *Student Support and Advancement Committee - The Standing Committee on Student Support and Advancement shall be responsible for considering and recommending policy and/or procedures relating to student welfare, including, but not restricted to: recruitment and retention of students, career guidance, advising and mentoring, availability and development of facilities and provision of support, the awarding of scholarships and making other awards, the nature and adequacy of non-curricular student activities and grievance procedures for students.*
- C. *Budget, Resources, and Planning Committee - The Standing Committee on Budget, Resources, and Planning shall be responsible for supporting Faculty Council in reviewing the budget for the College as described in Section 1 of this article. It shall facilitate the provision of faculty input to the Dean regarding the use of faculty lines, staff resources, long term planning and organizational development, fundraising, grant seeking, and post award support. It shall also take the lead in responding to faculty questions about the budget, and support faculty in understanding the basic budget model at the College of Education.*
- D. *Diversity Committee - The standing Committee on Diversity is responsible for overseeing the assessment of the climate of the College and making proposals to address issues regarding race, socioeconomic status (SES), gender, and cultural groups (i.e., international students, first-generation status, LGBTQIA<sup>2</sup> status, and disability) in the College of Education at the University Washington in the following areas: 1) resource allocation (e.g., scholarships, assistantships, salary equity), 2) facilities, 3) demographics by programs (students, staff, & faculty), 4) mentorship, and 5) curriculum.*

**ARTICLE VIII      **ROLE OF THE BOARD****

Section 1                      The scope and role of the board shall be set forth in these bylaws and the ASCE Constitution.

Section 2                      The objectives of this organization are as follows:  
a.            To ratify and amend the ASCE constitution and bylaws.  
b.            To work in partnership with COE staff to meet the needs of students, faculty, staff, alumni, and community within the college.

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<sup>2</sup> LGBTQIA--Lesbian, Gay, Bisexual, Transgender, Transsexual, Questioning, Queer, Intersex, Ally, Asexual.

- c. To make recommendations to the Dean.
- d. To inform UW community of programs and opportunities.

### Section 3

#### Meetings

- a. The Co--Chair shall facilitate all regular, special and constitutional meetings of ASCE. In the absence of the Co--Chair, the Chair shall facilitate.
- b. The Chair shall bring at least one (1) copy of the ASCE Constitution and Bylaws (or ensure attendees have online access) to each meeting and accept relevant questions or calls for clarification.
- c. The schedule of meetings shall be recommended by the Co--Chair and approved by the officers for the upcoming academic year. ASCE shall hold no less than one (1) regular meeting per quarter during the Autumn, Winter and Spring terms and no more than once per month.
- d. All meetings are open and members shall be invited to participate. In the event that a meeting has over ten (10) members (other than officers) in attendance – caucusing shall be permitted prior to any vote.
- e. Special meetings of the board may be called by the Chair, Co--Chair, PR Chair or any combination of Four (4) at--large or committee officers.
- f. Constitutional sessions of the board may be called by the Chair or Co--Chair

### Section 5

The ASCE officers shall hold at least one (1) annual retreat prior to the beginning of the Autumn quarter. The retreat shall be organized by the Co--Chair.

### Section 6

#### Attendance

- a. Per the ASCE Constitution (Article 4, Section 2), elected officers are expected to attend all regular meetings. When conflicts arise, officers are expected to appoint a proxy and notify the Co--Chair of that individual's proxy power.
  - i. Notification of proxy power must be made via e--mail and carbon copies (CC) must be sent to all concerned parties.
  - ii. Following the meeting(s) in question, the proxy and the representative must communicate in order to ensure the proper conveyance of information.
- b. Attendance at regular and special meetings and the annual retreat(s) shall be recorded and entered into the official records of ASCE by the Co--Chair.
- c. Attendance at special meeting shall be encouraged but not

- required.
- d. Per Article 4, Section 2 of the ASCE Constitution, elected officers and liaisons shall be provided the ability to inform the Chair or Co--Chair of their impending absence and their inability to locate a proxy. The Chair or Co--Chair shall jointly determine (via simple majority vote) whether the officer's absence is considered excused or unexcused.
- e. Elected officers shall be permitted two unexcused absences per year.

## Section 7

### Replacement and Vacancy

- a. Removal for cause shall be defined as not meeting any or all of the responsibilities of an officer under this Constitution and Bylaws.
- b. Any member of the board may recommend removal of another officer for cause after submitting written notification and conferring with the Chair or Co--Chair.<sup>3</sup>
- c. Following the initial meeting, the officer in question shall be contacted by the Chair with a detailed explanation of the recommendation for removal that has been raised. Following this action, the Chair and Co--Chair shall decide whether to allow the recommendation to remove to advance into a formal motion at the next meeting.
- d. Upon a formal motion by an officer to remove another officer at a regular or special meeting, the Chair shall preside over the meeting. The officer under question may participate and speak during the proceedings; however, he/she does not retain the right to vote under any circumstance.
- e. Upon motion by an officer to remove the Chair at a regular or special meeting, the Co--Chair shall preside over the meeting.
- f. The officers may remove any officer by a two--thirds (2/3) majority vote.
- g. If an officer is removed for cause or resigns from the board, the remaining officers shall recommend a replacement, which is subject to the approval of the board by a majority vote.
- h. If the Chair seat becomes vacant for any reason, the board shall appoint a replacement from the remaining members of the board. The appointment is subject to the approval of the board by a majority vote.
- i. If a Chair or representative seat was not filled after Spring elections, these positions can be filled by any College of Education student with approval of the board by a majority

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<sup>3</sup> We have provided all members of the board the power to recommend the removal of another officer in an effort to equalize power relations.

- vote
- j. Two vacant board seats (excluding Chair or Co-Chair) should be held for incoming students to fill by the November ASCE meeting.

## **ARTICLE IX COMMITTEES**

- Section 1 The board shall utilize a committee system to discuss and complete the work and business of the board.
- Section 2 All standing ASCE committees shall abide by the following guidelines:
  - a. Seek to provide leadership opportunities for those who support the UW and ASCE mission statements and are committed to serve those missions.
  - b. Conduct itself with the highest ethical standards of honesty, integrity, accountability and loyalty to its mission.
  - c. Foster an environment of inclusion, open communication, and respect.
  - d. Embrace diversity and will not select or deny membership or participation on the basis of gender, race, ethnicity, ability, sexual orientation, age, or religion.
  - e. Meet regularly with those parties interested in and associated with the development of the College of Education; this should include any and all committees that currently exist within the College.
  - f. All committee meetings must be open to members.
  - g. All standing ASCE committees shall be responsible for any and all tasks appointed to them by the board.

## **ARTICLE X ELECTION OF THE OFFICERS**

- Section 1 New officers of ASCE shall be selected through an election process as defined here
- Section 2 The board shall take office June 1 and shall serve until May 31 of the following year. Exceptions made for Fields of Study that are only one academic year in length; those officers shall take office October 1 and shall serve until May 31 of the following year.
- Section 3 Eligibility
  - a. Candidates for at--large must be in good standing of their academic department.
  - b. Candidates for Co--Chair must be in good standing of their academic department and have served as an officer of ASCE for



- no less than one (1) year.
- c. If no candidates meet the eligibility criteria outlined in subsection (b), the current ASCE officers shall establish alternative criteria.
- d. The board reserves the right to grant honorary membership to recent masters' alumni (2 year window), post--doc students, and students on leave, upon their request. Honorary membership will be granted by a simple majority vote of the board. Upon approval of the board, honorary members can serve in board member positions. In such cases, honorary members shall be considered full members, with all rights, responsibilities, and privileges. Honorary members cannot hold leadership roles.

Section 4 Procedure

1. Members shall be invited to nominate themselves or other members for an ASCE officer position by no later than April 20<sup>th</sup>.
2. Following the nomination deadline, the Public Relations Chair shall:
  - a. Inform all nominees of their nomination and the number of other nominees for the same position.<sup>4</sup>
  - b. Provide copies of the ASCE Constitution and bylaws.
  - c. Provide a web address of the intent to run questionnaire.
  - d. Inform nominees of the submission deadline of April 30<sup>th</sup> at 11:59 PM.
3. Members shall be asked to vote electronically beginning as early as May 1<sup>st</sup>, with elections running for one (1) week, ending no later than May 15<sup>th</sup>.
  - a. The Co--Chair, At--Large representatives, and Committee Chairs shall be elected by all members.
  - b. The Co--Chair, At--Large representatives, and Committee Chairs are elected upon receiving the majority of votes when the electronic polls close.
  - c. The Chair is the Co--Chair elect from prior year.
4. Within one (1) week of the completion of the election, announcements of election results shall be:
  - a. Communicated to candidates.
  - b. Made public to the College of Education.

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<sup>4</sup>This message may begin in the following manner: “You have been nominated for X. There is one other person nominated for this position but they may or may not choose to accept the nomination. Please read the constitution...”

**ARTICLE XI**

**Inaugural Year Elections**

Section 1

Elections held in the inaugural year of these bylaws shall be held in accordance with the provisions set forward in Article X.

**ARTICLE XII**

**AMENDMENTS**

Section 1

Amendments to these bylaws may be proposed at any business meeting of the board, but said amendment must be submitted in writing to the Chair. No amendments shall become effective until approved by a two--thirds vote of the current board.

**ARTICLE XIII**

**RATIFICATION**

Section 1

These bylaws shall be ratified and shall take effect immediately upon a two--thirds (2/3) vote of the board at the meeting at which said bylaws are acted upon.