**The Evergreen State College**

**Gʷídəq Student Union by Laws**

**Article One: Mission Statement**

All decisions made by the Representatives of the Gʷídəq Student Union (GSU) must be made in accord with the Mission Statement:

“The Gʷídəq Student Union is the official representation of the student body at The Evergreen State College. The Gʷídəq Student Union is committed to unifying students across all Evergreen campuses, serving their interests at the local, state, and national levels, and empowering all the students to participate in positive social and political change while fostering a fair and diverse community. The Union works to improve students’ quality of life by advocating for students’ rights and needs, facilitating communication among students, and ensuring a fair balance of power among faculty, staff administration and students.”

**Article Two: Membership**

All registered students of the Evergreen State College are members of the Gʷídəq Student Union. As all Gʷídəq Student Union Representatives are also student members of the Geoduck Student Union, they have the full freedom to participate in student committees and groups but hold no privilege in status or power.

**Article Three: Roles**

**Role of the leadership team**: At the passage of this legislation, the GSU will elect four Representatives to serve as officers in a reformed GSU leadership team. This team of officers is not meant to act as an exclusive group, nor as a traditional executive board, but rather as a group of task managers that are able to put in the hours and work to effectively represent the wishes of the GSU and student body at-large. The four elected officers enumerated below will also officially recommend a single candidate for hire to serve as the Executive Director.

**Section one: Positions**

1. **Speaker**
	1. **Description**
		1. The Chair of the GSU is the leader of the team, and chief representative of the GSU to the Evergreen State administration and appropriate stakeholder groups. They are to serve as an impartial elected official that represents the whole of the student body, and serve as one of two non-voting members of the union.
	2. **Roles and Responsibilities**
		1. Chair each GSU meeting (see Action IV for more details)
		2. Break ties and mitigate disputes in procedure
		3. Create a GSU Monthly Report on actions the union has taken the month prior, to be sent via email to students during the first week of each month.
		4. To hold regular meetings with the President and Vice President of Student Affairs to establish common goals and communicate the wishes of the GSU and student body at-large.
		5. Log four officer hours per week during their tenure.
	3. **Selection of the Speaker**
		1. The Speaker shall be elected by a 2/3 of GSU Representatives, and thus will derive their mandate from their peers rather than from a popular vote. This is to ensure the Chair acts impartially.
		2. Their term of office will last from for one year starting week 10 spring quarter.
2. **Deputy Speaker**
	1. **Description**
		1. The Deputy Speaker of the GSU is the assistant to the Chair, and the chief representative of the GSU to student clubs. They serve as a communicator to potential union partners and may serve as the chair of meetings in the absence of the Speaker.
	2. **Roles and Responsibilities**
		1. Assist the Speaker in any projects where immediate help is required.
		2. Facilitate meetings in the absence or resignation of the Speaker.
		3. To represent the GSU to student clubs
		4. Log four office hours per week during their tenure.
	3. **Selection of the Deputy Speaker**
		1. The Speaker shall be elected by a 2/3 of GSU Representatives, and thus will derive their mandate from their peers rather than from a popular vote.
		2. Their term of office will last from for one year starting week 10 spring quarter.
3. **Treasurer**
	1. **Description**
		1. The Treasurer of the GSU is the chief financial officer of the union. They serve as the manager of the GSU budget and any revenue associated with it, as well as the union’s financial planner.
	2. **Roles and Responsibilities**
		1. Draft annual budgets in line with the wishes of the Representatives, to be ratified by a majority of the GSU
		2. Create and present monthly budget reports to the GSU
		3. Maintain any revenue sources associated with the budget, offer as-needed recommendations on their collection, and deliver quarterly reports on revenue collection
		4. Create or maintain a five year Financial Plan, with the first plan—to offer budgetary goals and priorities—to be ratified by June 1, 2017.
		5. Log eight office hours per week during their tenure.
	3. **Selection of the Treasurer**
		1. The Treasurer shall be elected by a 2/3 of GSU Representatives, and thus will derive their mandate from their peers rather than from a popular vote.
		2. Their term of office will last from for one year starting week 10 spring quarter.
4. **Executive Director**
	1. **Description**
		1. The Executive Director is the chief administrator of the GSU. They serve as an impartial non-voting member of the union tasked with overseeing the implementation of GSU policies and holding Representatives accountable for tasks undertaken by them and overall attendance. They will also meet regularly with all relevant stakeholders, often alongside other officers (i.e. Chair, Vice Chair).
	2. **Roles and Responsibilities**
		1. Serve as the chief administrator of all GSU business, including managing the GSU office, assisting officers with their duties, and overseeing the implementation and execution of all policy passed by the GSU and/or affirmed by the students at large.
		2. Create each GSU meeting’s agenda during the last portion of the preceding meeting.
		3. Hold regular meetings with the President, Vice President of Student Affairs, Director of Student Activities, Director of Residential Life, and all relevant campus officers to ensure that student needs are being met.
		4. To make recommendations to the GSU on an as-needed basis on potential policies or programming that may be needed to better represent and serve students.
		5. Log twelve office hours per week during their tenure.
	3. **Selection of the Executive Director**
		1. The Executive Director will be hired by a 2/3 vote of the GSU Representatives.
		2. The candidate for the position will be formally recommended for hire by the previously enumerated officers (Chair, Vice Chair, Treasurer and Secretary) after a period of six weeks of initial job announcement and two weeks of candidate interviews.
		3. The formal candidate recommendation will come no later than Week Nine of Spring Quarter.
5. **Gʷídəq Student Union Head of Legislative Affairs**
	1. **Outline of the position**
		1. The goal of the Director of Legislative Affairs (DLA) is to provide a conduit between the GSU, the Washington State Legislature. The DLA shall serve as the GSU’s chief lobbyist during the legislative session(s). This position should work closely with the Evergreens director of government relations.
	2. **Roles and Responsibilities**
		1. The DLA shall upon request provide legislative updates to the GSU. These updates shall be prepared by the legislative committee.
		2. Shall serve as the GSU representative to the Washington Student Association
		3. Serve as a legislative liaison on behalf of the students of Evergreen.
		4. Legislative Committee. The DA is responsible for organizing the legislative committee. During legislative session the DLA will organize weekly meetings with the committee.
		5. Legislative poll. The DLA working with the Legislative Committee shall conduct a student opinion poll in spring or fall quarter to determine what issues students want the GSU to lobby on, during the legislative session. This poll should contain at minimum six different topics. Multiple items from this poll can be lobbied on.
		6. Civic engagement events. The DLA will work with the Legislative Committee members to host civic engagement events on campus. These events should be focused on bringing local elected officials to Evergreen, and promote ways for students to get involved in local government and the community.
		7. During the Legislative session the DLA should do a for credit internship, focusing lobbying at the state capital. This will ensure that the DLA can have a daily presence on the capital campus, and build relationships with various legislators.
		8. Hold regular meetings with the Evergreens director of government relations.
		9. At the end of session the DLA will prepare a transition document that will detail all of their duties they had during the previous session.
	3. **Compensation**
		1. The Director of legislative affairs will be paid at an 2/3 the rate of the executive director.
	4. **Selection of the DLA**
		1. This position shall be voted on by the GSU to serve for a period of one year. This position requires a 2/3 majority vote.
		2. Selection of this position should happen by spring week 10. This will ensure that Evergreen can attend any planning meetings with other schools that start sooner than us.
		3. If this position is vacated at any point the GSU shall fill the position within two meetings.
		4. If at any point the GSU feels the need to remove who is serving as the DLA, the GSU shall serve notice on the DLA one week prior to any vote to remove them. In order to remove who is serving as the DLA a 2/3s vote is in favor of removal is required.
		5. Changes to this position require a 3/4 vote of current GSU members.
6. **Removal Process**
	1. If at any point the GSU feels the need to remove someone from Speaker, Deputy Speaker, Treasurer, Secretary or, the GSU shall serve two week notice to the individual prior to any vote to remove them. Votes for removal require a simple majority.
	2. If at any point someone who has been elected to a position can no longer fulfill the duties of that position they should give the GSU 2 weeks’ notice.

**Article Four: Temporary Committees**

1. Committees cannot meet quorum.
2. Open Committees: All members of the Gʷídəq Student Union may propose and participate in an open committee. Gʷídəq Student Union Representatives are not granted any special privileges in status or power on open committees. Representatives are also not granted power to control or limit the practices or organization of student run committees.
3. Internal Committees: Are only open to representatives of the Gʷídəq Student Union

Article Five Permanent Committees

1. Description
	1. Permanent committees should be formed when the GSU identifies and area that requires more work than regular meetings allow.
2. **Gʷídəq Student Union Legislative committee**
	1. Purpose
		1. The intention of the Evergreen Legislative Committee is help foster a robust student legislative agenda and to make sure the Evergreen student body has strong representation at the capital.
	2. Make up
		1. Three Legislative Liaisons
			1. Credit
				1. Depending on session this is either a 1 quarter or 2 quarter for credit position.
				2. In order to be considered for a liaison spot the applicant must be willing to do this position for minimum 8 credits, during the legislative session.
			2. Roles and responsibilities of liaisons
				1. During session lobby on both the WSA agenda and items from the the student legislative poll.
				2. Work with the policy analysts in a collaborative way to determine Evergreens position on legislation as it comes up during session.
				3. Assist in organizing any sort of Evergreen lobby day.
			3. The Head of Legislative Affairs of the GSU during winter quarter must be a for credit legislative liaison.
		2. Three Policy analysts.
			1. Credits
				1. Depending on session this is either a 1 quarter or 2 quarter for credit position.
				2. In order to be considered for a Policy analyst spot the applicant must be willing to do this position for minimum 8 credits, during the legislative session.
			2. Roles and Responsibilities.
			3. Review legislation by request of the legislative liaisons and if requested prepare short overviews of specific bills.
				1. Review the Governors, House, and Senate budgets, as they come out. The liaisons should be informed about key parts on the budget as quickly as possible.
				2. In addition to being a policy analyst this position shall function as a campus organizer.
				3. Organize students on campus for things such as lobby days.
				4. Find and help students that want to testify on legislation.
				5. Be open to other requests from legislators and the liaisons
		3. Additional members
			1. Students that would like to participate in this committee but do not want a for credit position are welcome to contribute to discussion.
		4. This committee and positions are open to all students.
	3. Roles and Responsibilities of the committee.
		1. Prepare a student legislative poll, that will go on either the spring or fall ballot prior to the upcoming session.
			1. The legislative poll shall be crafted by whatever members currently sit on the legislative committee.
		2. During the legislative session the head of legislative affairs shall hold weekly meetings with the legislative committee.
		3. During session at least the Head of Legislative Affairs shall hold a weekly meeting with the college’s Director of Governmental Relations. This meeting is open to other committee members.
		4. Upon formal request by the GSU the committee will update them on the legislative positions they are taking. A 2/3s vote of the GSU is required to override any position on legislation that the committee has taken.
		5. Planning a lobby day.
			1. This committee will be in charge of planning and executing a yearly lobby day at the capital.
		6. Inviting legislators to the campus and planning civic engagement events.
	4. Determining of legislative priorities.
		1. The Evergreen legislative committee shall review the legislative poll and turn the questions asked into legislative priorities.
		2. Positions on specific bills.
			1. When possible the liaisons and the policy analysts by majority vote will determine Evergreen’s position on bills that do not directly relate Evergreens legislative agenda or the WSA legislative agenda.
	5. Selection of Committee members
		1. The head of legislative affairs of the GSU shall present applicants to the GSU for an up or down vote.
		2. Applicants can start to apply during spring quarter for the following year’s session.
		3. All applicants must be willing to do these positions for credit.
		4. Applicants should be filled in on a first come first served basis.
		5. Deadline for applications is end of week 9 fall quarter, prior to session.
		6. If there are more applicants than positions that will be dealt with on a case by case basis. The head of legislative affairs through discussions with current committee members shall come up with a recommendation they will present to the GSU to solve the issue.
	6. Changes to the committee
		1. Changes to section six require a vote of the student body.
		2. Ending this permanent committee requires a 2/3’s majority vote of the student body.
		3. All other changes require a 3/4s majority vote.

**Article Six: Meetings**

Process:

1. Agenda is to be sent to the representatives of the Gʷídəq Student Union at least 24 hours before scheduled meeting time. The agenda should also be made open to the public at this time.
2. Making proposals: (waiting for the official document from the agenda committee) All students of the Gʷídəq Student Union may present proposals to the Representatives of the Gʷídəq Student Union.
3. Quorum: In accordance with Article VII of the constitution, quorum shall be met when more than half of all currently existing representatives are present at an official Gʷídəq Student Union meeting. (An official meeting is either a regular weekly meeting or an emergency meeting.)
4. Consensus: As detailed in Article VIII of the constitution, decisions shall be made on consensus and this process may be suspended.
5. There must be a time for student input during regularly scheduled meetings Emergency Meetings: In addition to regular weekly meetings, 5% of the students or 1/3 of the representatives may call an emergency meeting with 24 hours’ notice to representatives. Decisions made at emergency meetings can take interim action but must be ratified at the next regularly scheduled meeting. Emergency meetings are to be called only under extreme circumstances.
6. Attendance Policy
	1. Upon reviewing attendance for each pay period, a representative will not be paid if they have missed six or more meetings out of the ten possible meetings. If a representative misses four or more meetings and contacts the advisor or the GSU as a whole, they may be paid up to $19 per meeting attended. If a representative comes before the GSU, they may have their absences excused, and this should be noted in meeting minutes and the advisor be made aware of this excused absence. It is the responsibility of the representative in question to ensure that everyone is on the same page; if the advisor is unclear and submits a paycheck that a representative disagrees with, it may be reviewed by the GSU, but if efforts were not made by said representative to ensure accurate pay, that’s too bad. An unexcused absence for the quarterly Tacoma campus visit shall be charged as three absences for that pay period. Absences due to work related to furthering the GSU itself are automatically excused. Absences due to work relating to administration meetings or committee work are also excused, but the GSU may request attendance to meetings over these meetings. Excusing absences shall be allowed upon a majority vote by the GSU in a voting meeting prior to the absence. In the event of a representative missing two consecutive meetings, it becomes the duty of the executive director to either delegate the task, or to reach out themselves, to said representative and figure out what the reason is.

**Article Seven: Budget/Record Keeping**

1. All decisions made by the Gʷídəq Student Union about the use of students’ funds must be recorded and made accessible to all members of the Gʷídəq Student Union.
2. Attendance: If a representative has 2 unexplained absences in a row, or 4 explained and/or unexplained absences total, a subcommittee of at least 3 members will be formed to address the issue. This committee will try to contact the absent representative and then make a recommendation to the GSU about what should be done.
3. All minutes, proposals, and official business are to be recorded and archived. This information can be accessed by the public.

**Article Eight: Communication**

1. All minutes, proposals, and official business are to be made public on the Gʷídəq Student Union website.
2. Office Hours: The Gʷídəq Student Union Representatives have office hours during governance times.

 **Article Nine: Conflict Resolution**

1. All members of the Gʷídəq Student Union shall actively work to resolve conflicts. If a conflict cannot be resolved between individuals or small groups representatives may seek a third party mediation service. Materials are to be made available regarding conflict resolution practices at the end of year report so that resources are available to future groups of representatives.
2. Representatives may add issues relating to interpersonal conflicts to the meetings, but only ten minutes may be dedicated to topics relating to the personal issues that one representative has with another, or with a group. After that ten minute discussion, a request or a series of short requests may be made to the representatives involved; this may last no more than an additional five minutes. After an issue has been brought to the attention of the GSU and requests have been made, the same issue or issues relating between one given representative to another may not be brought to the attention of the GSU again until the next quarter. If problems persist, the involved representatives may seek the aid of conflict resolution through the advisor or an outside group. The GSU as a whole has the power to request individuals to refrain from commenting on interpersonal issues during a meeting, and may be silenced if they continue to demand or interrupt with their issue(s).

**Article Ten: End of Year Report**

The end of the year report shall assess the effectiveness of decisions and policies implemented by the Gʷídəq Student Union .It should also provide a basis for future groups of representatives to organize themselves and get things done. All materials pertaining to positions and committees, decision-making and conflict resolution must be included in the end of the year report.

**Election Policy**

**(Online version will contain a link to students initiative form)**

Section 1: General Standards for Student Votes and Elections

1.1 The Gʷídəq Student Union will hire three student elections commissioners who will recruit student poll workers, supervise polling stations post unbiased voting information, enforce elections and voting policies, recognize violations and take appropriate action, tally votes at the end of week nine, announce the results of the votes at beginning of week ten, and present these results at the Gʷídəq Student Union meeting during week ten of the quarter. The elections commissioners will make decisions by consensus.

1.2 Current Gʷídəq Student Union Representatives and candidates may not be elections commissioners or poll workers.

1.3 No campaigning or loitering is allowed within twenty feet of a designated polling site. At least two polling sites will be designated on the Olympia campus, one in the CAB building and one in the Library building. The elections commissioners will make arrangements with Evergreen’s other campuses to facilitate voter participation from all campuses.

1.4 Voting begins online week eight of the quarter, at the same time online registration, and lasts through the end of week nine. All currently registered (enrolled) students are eligible to vote; however, the Union may decide that some ballot issues affect only one of Evergreen’s campuses and exclude the other campuses from voting on that specific issue. (for instance, CAB Redesign or Transit fees affect Olympia campus only.

1.5 Elections commissioners and the Gʷídəq Student Union will agree on the language of unbiased voting information available to students regarding initiatives, student fees, and elections at least two weeks prior to voting and will distribute such information at that time.

1.6 During the voting sessions, the number of students who have votes so far must be released to the public upon request; however, no information will be released to anyone (including election commissioners, candidates and administrators) about how students have votes (for or against issues, for certain candidates) until voting has officially ended and all votes have been tallied. The Gʷídəq Student Union will certify that an election or vote is valid during its week 10 meeting, after hearing any concerns about the validity of said election or vote from the Evergreen community.

Section 2: Gʷídəq Student Union Representative Elections

2.1 Students will elect the Gʷídəq Student Union representative for the following academic year toward the end of spring quarter.

2.2 The Gʷídəq Student Union will make declaration of candidacy forms available to students by week one of spring quarter.

2.3 Only currently enrolled students may run as candidates for the Union.

2.4 Candidates may begin campaigning week six of spring quarter.

2.5 Candidates may use paint and butcher paper in Student Activities to make posters for their campaigns. The elections commissioners will allocate each candidate thirty 8.5″ X 11″ copies for campaign flyers. Candidates will submit their flyers to one of the elections commissioners, who will take the flyer to the Copy Center. These flyers may only endorse the candidate who submits the flyer and cannot put down another candidate. These flyers must be posted in accord with S&A and college policies regarding flyer posting.

2.6 Candidates may hand out campaign materials such as handbills, pamphlets stickers or buttons that state their platform. Candidates may not hand out conditional gifts of incentives – that is, any good exchanged for voting. For example, candidates may hand out buttons to prospective voters, but they may not withhold buttons from any prospective voter, or from voter who had already voted. Campaigns are limited to a total cost of $30.00 per candidate, including in-kind donations. If a candidate’s campaign expenditures appear to exceed $30.00 cap, elections commissioners will ask candidates to provide campaign finance report.

2.7 There is no minimum participation level for student elections to be valid.

2.8 Candidates who do not officially declare their candidacy and run as write-in candidates must follow these elections policies and the decisions of the election commissioners; however write-in candidates are not eligible for 30 free copies for their campaigns.

Section 3: Votes on Student Initiatives and Student Fees

3.1 The Gʷídəq Student Union Representatives must decide what issues will be voted on by week five of the quarter in which the vote will take place.

3.2 Students may propose initiatives to the Gʷídəq Student Union using the Student Initiative Application form attached. The form should be used to describe the initiative, why it’s needed, what steps will be taken to put in into action. If the Gʷídəq Student Union does not choose to endorse the proposal, students may petition to put the initiative on the ballot. The Student Initiative Application form must be filled out nonetheless. Such a petition must be signed by 10% of the student body and must include students’ names, signatures, and an additional piece of information allowing S&A staff to verify that the student is currently enrolled, i.e A-Number or address. These signatures must be signed during the school year in which it will be put on the ballot. The petition and proposal form must be submitted to the elections commissioners by week six.

3.3 Anyone proposing a college fee , college policy change, or state/federal law change must confer with the appropriate administrators, as outlined in the Student Initiative Application, and get feedback on the proposal. Additionally, if passed, college fees and policy changes requires senior staff and/or Board of Trustees approval.

3.4 The participation threshold for college fees is 25% of the student population. The participation threshold for college policy and state/federal policy is 15% of the student population. The Participation threshold for Gʷídəq Student Union change is 10% of the student population. These thresholds must be met for action to be taken.

3.5 No individual or group may distribute conditional gifts or incentives to students in exchange for votes. Individuals or groups may sponsor events that promote voter participation, but these events must be open to all eligible voters, including students who have already voted. For example, if a group wants to sponsor a chili cookout in Red Square to promote voter participation, said group may not withhold chili from any student.

3.6 Elections for all fees must happen during the winter quarter, from week eight through week nine, and the results will be released week ten.

3.7 If any College Fee, Policy, or State/Federal law initiative meets student participation threshold, the administration must respond to the student body with a statement by week five on the following quarter.