

The Constitution Of the Associated Students of Willamette University

PREAMBLE

We, the students of Willamette University, recognizing the collective responsibility of the University community in student life and affairs, in order to provide an organization for the control of all general matters of student concern, do hereby constitute the Associated Students of Willamette University.

ARTICLE I Composition

Sec. 1. The name of this organization shall be the Associated Students of Willamette University (ASWU).

Sec. 2. All registered students of Willamette University College of Liberal Arts and students of Tokyo International University of America (TIUA) shall be members of the Association upon payment of the student body fee.

Sec. 3. The Executive Branch of ASWU shall be the ASWU Executive Committee.

A. The Executive Committee shall consist of four elected Officers: the President, Vice President of the Executive, Vice President of Administration, and Vice President of Finances.

Sec. 4. The Legislative Branch of ASWU shall be the ASWU Senate.

A. The Senate shall consist of five senators from each class (freshman, sophomore, junior, and senior) and one student senator from TIUA.

ARTICLE II Definitions

Sec. 1. Class – Class is defined as the academic standing of freshmen, sophomore, junior or senior.

A. For Executive Committee and Senate elections, this classification shall be determined by credits achieved in the spring by the Willamette University Registrar based on the projected class of the student in the fall of the following year.

1. For special Senate elections, class standing shall be determined by current class standing.

- B. The Elections Board shall certify the legitimacy of all Executive Committee and Senate candidates.

Sec. 2. Eligibility – In order to qualify for and hold any elected or appointed position within ASWU, students must be in good academic standing as defined by the Willamette University Registrar and enrolled as a full time student. If an elected or appointed official is placed on academic probation at any point during their term, their office will be considered vacant and they will be replaced as outlined in Article VI. Eligibility shall be confirmed by the Elections Board. The Elections Board shall disqualify or remove from office those who do not meet the eligibility criteria.

ARTICLE III

Executive Branch

Sec. 1. The Executive Branch shall consist of the President, Vice President of the Executive, Vice President of Administration, Vice President of Finances, and the individuals they employ.

Sec. 2. Each member of the Executive Committee shall:

- A. Be a member of the Associated Students of Willamette University.
- B. Serve a year-long term of office.
- C. Meet when called on by the ASWU President.
- D. Be the only representatives of the student body authorized to enter ASWU into any binding contractual agreements.
- E. Stand ready to answer to the ASWU Senate on any matters relevant to their position.
- F. Submit a quarterly summary of the administration of his/her duties to the Vice President of Administration.

Sec. 3. The President shall:

- A. Serve as the Chief Executive Officer of ASWU.
- B. Serve as the primary representative of the members of ASWU.
- C. Serve as an ex-officio member of all committees created by ASWU.
- D. Serve as the student representative to the Board of Trustees of Willamette University.
- E. Oversee the ASWU appointed members of the University Trustee Committees.
- F. Have the authority to establish Task Forces and Commissions, with the approval of the ASWU Senate.

Sec. 4. The Vice President of the Executive shall:

- A. Serve as the President of the Senate and shall:
 - 1. Establish an agenda for each Senate meeting.
 - 2. Serve as the Senate parliamentarian.

3. Cast a vote in the Senate only in the event of a tie.
4. Hire a Senate Clerk.
- B. Assume the duties of the President in his/her temporary absence.
- C. Oversee all ASWU ad-hoc committees.
- D. Serve as the liaison between the Executive and Legislative branches of ASWU.

Sec. 5. The Vice President of Administration shall:

- A. Serve as chairperson of the ASWU Elections Board.
- B. Be responsible for creating the ASWU office budget.
- C. Be responsible for overseeing all employees of the Associated Students of Willamette University.
- D. Oversee the ASWU appointed members of all Faculty and ASWU Committees and Boards.

Sec. 7. The Vice President of Finances shall:

- A. Serve as chairperson of the Finance Board.
- B. Present all Finance Board recommendations for approval by the ASWU Senate.
- C. Propose to the Senate an annual budget as recommended by the Finance Board at the beginning of fall semester.
- D. See that all expenditures are charged to the proper university accounts.
- E. Keep a record of all ASWU expenditures.
- F. Serve as financial advisor for all ASWU activities, committees, and boards.
- G. Serve as a member of the ASWU University Budget Committee.

ARTICLE IV

Established Procedures

Sec. 1. Responsibilities

- A. The Associated Students of Willamette University recognizes the responsibility of students to participate in the formulation of:
 1. Standards and rules governing student conduct,
 2. Academic regulations, and
 3. Administrative regulations according to procedures established by the Senate, Faculty, Administration, and Board of Trustees of Willamette University.
- B. The Senate has the authority to appoint committees and make recommendations over all matters of policy affecting student life and affairs.

Sec. 2. Students shall be approved by the Senate to serve on and attend ASWU, Campus, Faculty, and Trustee committees and boards in numbers established by the respective committees and boards. These students shall submit reports of these meetings at the request of the Senate.

ARTICLE V

Senate

Sec. 1. Senators shall be members of the Associated Students of Willamette University.

Sec. 2. Composition of the Senate

- A. The freshmen, sophomore, junior, and senior classes shall each have five representatives in the ASWU Senate and TIUA shall have one representative.
 - 1. Sophomore, junior, and senior senators shall be elected in the spring by procedure outlined in Article VI for a one year term of office. Freshmen senators shall be elected in the fall in a special election.
 - 2. TIUA students shall be elected by procedures determined by the students of TIUA with the help of ASWU.

Sec. 4. Responsibilities

- A. The Senate shall enforce the Constitution and Bylaws.
- B. The Senate shall be the ultimate authority over all ASWU affairs. This power may not be delegated to any other committee or board. All ASWU Committees, Boards, and Officers shall be accountable to Senate.
- C. Senate shall approve appointments for all ASWU Managerships, Committees, and Boards by a majority vote.
- D. The Senate shall have the power to investigate and report on any area of student life and shall make any necessary recommendations to the proper person(s) or committee(s).

Sec. 5. Any individual or group of individuals may address the Senate on any matter of student interest. The Senate shall consider all concerns and make recommendations.

Sec. 6. Senate meetings shall

- A. Be open to all members of the Association and other members of the Willamette community unless otherwise specified. Quorum shall be 13 senators.
 - 1. Senate meetings shall be documented by the Clerk of the Senate and made available to all interested parties.
- B. In the event of a closed meeting, a Senate-approved statement must be published.
 - 1. Notification of a closed meeting must be publicly posted at least twenty-four hours before the meeting.
- C. The newly elected Senate shall meet at least once in the spring immediately following elections in order to select members of the Finance Board and Office Board.

Sec. 7. Removal Procedures

- A. Executive Officers: The Senate shall have the power to impeach any officer of ASWU. Removal proceedings will begin upon presentation of a petition to the Senate and to the officer in question signed by fifty percent of the Senate membership and stating the cause for the intended proceedings. A hearing, scheduled for at least seven days and no more than fourteen days after the presentation of the petition, will be presided over by the Speaker of the Senate. The hearing may be public or private, according to the senators' discretion. The Senate shall vote following the hearing. A three-fourths majority vote of the Senate membership is required for removal from office.
- B. Committee and Board Members: The Senate shall have the power to remove any Senate-appointed manager, chairperson, or committee member. Any member of the Senate shall be authorized to report to the Senate any chairperson or committee member, previously approved by the Senate, who has demonstrated inadequate participation in his/her assigned position. The member in question will then be asked to show cause to the Senate, at a regularly scheduled meeting, why s/he should remain in the position to which s/he was appointed. The Senate may, by three-fourths majority vote, declare the seat vacant. A new member shall then be appointed according to duly constituted procedures.
- C. Senators: Removal proceedings will begin upon presentation of a petition to the Senate and to the senator in question signed by one hundred members of the senator's class and stating the cause for the intended proceedings. A hearing, scheduled for at least seven days and no more than fourteen days after the presentation of the petition, will be presided over by the President of the Senate. The hearing may be public or private, according to the senators' discretion. The Senate shall vote following the hearing. A three-fourths majority vote of the Senate membership is required for removal from office.

ARTICLE VI

Elections

Sec. 1. ASWU Elections

- A. ASWU Elections shall be held in April such that the minimum two week transition period is fulfilled by each elected officer prior to May 1. The date of the elections shall be recommended by the Elections Board and approved by the Senate. All candidates for elective office shall submit a petition of candidacy to the VP of Administration at least one week prior to the elections. All due-dates will be posted by the VP of Administration. Elections pertaining to vacated offices will not be held to this timeline.
- B. A secret ballot will be used by the VP of Administration.
- C. All members of the Association shall be entitled to vote upon presentation of a Willamette University College of Liberal Arts or a Tokyo International University of America student body card.
- D. If a candidate receives a majority of the votes cast in the primary election, s/he will be declared the winner of the race of that office. If no candidate receives a majority, the VP of Administration shall call a second election to take place

within one week of the primary. At this second (general) election, only the names of the two candidates receiving the highest number of votes in the primary shall appear on the ballot. The candidate who receives the highest number of votes in this election shall be declared the winner.

- E. Write-in candidates will be allowed in both the primary and general elections.
- F. All vacancies which may occur in an ASWU elective office shall be filled as soon as possible according to ASWU election procedures.
- G. All candidates for ASWU office shall be full-time students in good standing, as defined by the University Registrar's Office.
- H. The VP of Administration must certify the legality of all candidates. Any challenge to the legality of a candidate must be made before the primary begins, otherwise all candidates shall be considered legal.
- I. Challenges or complaints during the elections shall be handled by the VP of Administration and the Elections Board according to the procedures outlined in the Bylaws.

ARTICLE VII

Funds

Sec. 1. Income of the Association shall be derived from money received in the form of fees paid upon registration at Willamette University and from other such receipts as may result from the activity program of the Association.

- A. Student body fees are \$65.00 per semester (*Effective August 2002*). Student body fees will be reduced by 50% for the semester(s) a student is abroad.
 - 1. Student body fees shall increase by one dollar a year to account for the creation of new clubs.
- B. An additional \$.75 per student per semester shall be charged and allocated directly to Willamette Emergency Medical Services to be used by Willamette Emergency Medical Services at their discretion. On the student's account statement, the line of the additional fee shall read: Emergency Medical Fee.
 - 1. This fee shall remain in effect until Willamette Emergency Medical Services is guaranteed funds of at least \$3000 per annum by an alternative source or until five years has passed, whereby the additional student fee will be reviewed.
- C. The Willamette University Collegian shall receive funds directly from total student activity fees in the amount of 18 percent. Money shall be transferred directly to the Collegian and monitored by the Collegian Advisory Board. This does not preclude the Collegian from receiving additional funding from ASWU should the need arise.
- D. A class fee of \$6.00 per student per semester shall be charged and allocated directly to the respective Class Council, where class is defined by Article II, Sec. 1.
 - 1. Class Councils may adjust the class' following year's fee by
 - a. Obtaining majority approval of the Senate for use of the Elections Board to conduct a class-wide vote and,
 - b. Receiving a two-thirds majority vote of all votes cast by the class.
 - 2. A class may adjust their following year's fee by

- a. Presenting to the Senate a petition signed by no less than twenty percent of the Class and,
 - b. Obtaining a majority approval of the Senate for use of the Elections Board to conduct a class-wide vote and,
 - c. Receiving a two-thirds majority vote of all votes cast by the class.
- E. The Collegiate Readership Program Oversight Committee is authorized to negotiate with the commercial operator of the Collegiate Readership Program (CRP) a per student fee of up to \$15.00 per student, per semester which must be equal to the cost, per student, per semester of enrollment of the Associated Student of Willamette University, in the CRP.
 1. The fee limit of \$15.00 per student per semester is to be indexed, on March 1 of every year, to the National Consumer Price Index.
 2. In addition to the enrollment fee limit of \$15.00, an additional fee of 50 cents, shall be charged per student, per semester and placed into a general fund until the general fund exceeds \$10,000, at which time the fee will cease to be charged unless the general fund becomes less than \$10,000.
 - a. If reactivated this fee may not be charged retroactively.

Sec. 2. Funds of the Association shall be administered by the Finance Board as outlined in the Bylaws.

Sec. 3. The listing of budgetary allocations is as follows:

- A. The ASWU budget shall consist of 96.25% of the Student Body Fees (2.50% shall be taken for the reserve fees and 1.25% shall be taken out for administrative fees by the University).
 - B. Unallocated funds shall be administered upon recommendation of the Finance Board and with the consent of the Senate as outlined in the Bylaws. Ultimate authority to approve, attach, or modify any budget shall be vested in the Senate.
- The Senate shall guarantee a reasonable budget for the publication of all official ASWU publications after submission of their budgets to Finance Board.

ARTICLE VIII

ASWU Publications

Sec. 1. The official publications of the Association shall be such publications as approved by the Senate as recommended by the Publications Board.

Sec. 2. The policies of the official publications of the Association, with the exception of the Collegian, shall be administered by the Publications Board as provided for in the Bylaws, with ultimate responsibility vested in the Senate.

ARTICLE IX

ASWU Collegian

The status of the Collegian as an independent organization is guaranteed by the Constitution of the Associated Students of Willamette University. The authority of Senate shall be limited to issues regarding the finance, distribution, and editor selection as specified by the Bylaws.

ARTICLE X

Collegiate Readership Program Enrollment

- Section 1. The students of Willamette University, governed by this document, authorize the enrollment of themselves into the Collegiate Readership Program (CRP) operated by USA TODAY or subsequent commercial operator.
- Section 2. An Oversight Committee, as defined in the ASWU Bylaws shall be established and shall be given authority to take such actions as necessary to enroll the aforementioned students in the CRP.
- Section 3. All responsibility not delegated to the Oversight Committee in the Bylaws shall be retained by the Senate.

ARTICLE XI

ASWU Bylaws

The Senate shall vote on proposed Bylaws and Bylaw revisions at each of two meetings at least one week apart. If the motion does not pass the preliminary vote by a simple majority it shall not be brought up for the final vote cast. The proposed Bylaw(s) shall appear in a student publication after the preliminary vote and prior to the final vote.

ARTICLE XII

Initiatives of the Associated Students of Willamette University

- Sec. 1. The Associated Students of Willamette University shall have the ability to make declarations of sentiment as an Association on a given issue through the initiative process.
- Sec. 2. Initiatives shall be placed before the ASWU upon the presentation to the Secretary of a petition signed by not less than twenty-percent of the student body.
- Sec. 3. The proposed initiative shall be posted for not less than one week and shall appear in a student publication.
- Sec. 4. The proposed initiative shall be considered approved by the ASWU upon receiving two thirds of all votes cast at the subsequent student body vote.

ARTICLE XIII

Amendments to the Constitution

- Sec. 1.** Amendments to the Constitutions or replacement of the Constitution shall be recommended to a student body referendum upon majority approval of the Senate or upon presentation to the Senate of a petition signed by not less than twenty percent of the student body.
- Sec. 2.** Prior to the referendum, the proposed changes must be posted by not less than a week and appear in a student publication. At a subsequent election, they must be passed by two-thirds of all votes cast, provided a duly-constituted election is held as provided for in Article V.
- Sec. 3.** The proposed changes shall be ratified upon receiving two-thirds of all votes cast at the subsequent student body referendum.

ARTICLE XIV

Ratification of the Constitution

This Constitution shall go into effect upon passage by a two-thirds majority vote of the Associated Students of Willamette University.

Last revised September 11, 2003.

ASWU Bylaws

ARTICLE I Committees of the Senate

Sec. 1. The Senate may establish ad hoc committees for the purpose of dealing with certain issues.

- A. Ad hoc committees shall be established by a simple majority vote of the Senate.
- B. Membership shall be open to any member of the ASWU.
- C. Operating Procedures:
 - 1. Ad hoc committees shall be directly responsible to the Senate.
 - 2. Any ad hoc committee member may apply to be the chairperson of the committee.
- D. Ad hoc committees may be disbanded by a majority vote of the Senate.

Sec. 2. Permanent Committee Guidelines

- A. All committees shall be considered to be committees of the Senate and shall report to the Senate.
- B. The Chair shall be a member of the Senate.
- C. At least one more member shall be of the Senate, for a minimum of two Senators.
- D. Membership shall be opened to all members of ASWU.

Sec. 3. The Senate Food Committee

- A. The Senate Food Committee shall handle issues regarding food service and quality on the Willamette University Campus and make recommendations to the Senate, ASWU Executives and appropriate administration staff.

Sec. 4. The Senate Security Committee

- A. The Senate Security Committee shall handle issues regarding theft, Campus Safety relations, and any other matter attaining to security issues on campus and make recommendations to the Senate, ASWU Executives and appropriate administration staff.

Sec. 5. The Senate Intra-Campus Relations Committee

- A. The Senate Intra-Campus Relations Committee shall handle issues involving relationships between distinct groups on campus. These include, but are not limited to, interracial issues, student clubs and organizations, Fraternity/Sorority and independent relations, and relations between classes (i.e. Freshman). The Senate Intra-Campus Relations Committee shall make recommendations to the Senate, ASWU Executives and appropriate administration staff.

ARTICLE II

The Willamette Events Board (WEB)

Sec. 1. The procedure for selecting the WEB President shall be determined by the WEB Constitution and Bylaws.

Sec. 2. Membership in the WEB Advisory Committee (WEBAC) shall consist of two Senators, two students-at-large who are not members of WEB, the Vice President of Finances, who shall serve as Chair of the Committee and have no vote except in the case of a tie vote, and the WEB Faculty Advisor, who shall serve as an ex-officio non-voting member.

- A. The two students-at-large shall be selected by the Vice President of Administration and confirmed by the Senate.
- B. The two senators shall be selected by the Senate.

Sec. 3. The duties of the WEBAC shall consist of:

- A. Meeting at the beginning of each semester, or as needed, and by the request of the Chair or WEB Faculty Advisor.
- B. Determining whether the proposed budget of WEB falls within ASWU budget guidelines.
- C. Making recommendations to WEB concerning operational guidelines.
- D. Bringing to the attention of the Senate any violations of WEB Constitution or Bylaws by the Programming Director.

Sec. 4. The duties of WEB shall consist of:

- A. Submitting a budget report to the WEBAC at the beginning of each semester.
- B. Submitting monthly budget and expenditures reports to the WEBAC.

Sec. 5. The duties of the Senate shall consist of:

- A. Upon the recommendation of the WEBAC, the Senate shall have the power to prevent any allocation by WEB, that does not meet ASWU funding guidelines, with a two-thirds majority vote.
 - i. WEB shall be notified 72 hours prior to any Senate meeting, where a vote may take place to prevent the allocation of such funds.
 - ii. A representative from the WEB shall be given adequate time to justify the proposed expenditure before the vote is cast at said Senate meeting.
- B. Upon the recommendation of the WEBAC, the Senate shall have the power to remove from office the WEB President, with a two-thirds majority vote.

ARTICLE III

Publications Board

Sec. 1. Voting members of the Publications Board shall consist of the Chrysalis Editor, the Wallulah Editor, the Darkroom Manger, the ASWU Vice President of Finances (who shall act as a non-voting financial advisor), the ASWU President, and three at-large members unaffiliated with ASWU Publications, appointed by the Elections Board and approved by the Senate.

Sec.2. The Board shall meet monthly, with other meeting to be called at the discretion of the Publications Board Chairperson.

Sec. 3. Duties:

- A. The Publications Board shall regulate and coordinate the various Publications under its authority as so designated in these Bylaws.
- B. Appeals of the decisions of the Publications Board shall be referred to the Senate.
- C. The Publications Board shall determine necessary qualifications for appointed persons.
- D. The Publications Board shall recommend students who have applied for the various positions under its authority to the Senate for confirmation. The following nominations must be submitted to the Senate prior to the last Monday in April: Wallulah Editor, Chrysalis Editor, and Darkroom Manager.
- E. The Publications Board shall submit its budget to the Finance Board for approval.
- F. The Publications Board shall submit nominations to fill vacancies occurring during the academic year to the Senate for confirmation.
- G. The Publications Board shall be responsible for writing and reviewing a policy manual which shall be presented to the Senate.
- H. The Publications Board shall be responsible for upholding the standards of publication as stated in its policy manual.
- I. Publications Board members not meeting these standards shall be subject to removal upon a two-thirds vote to the Publications Board with a concurring three-fourths majority vote of the entire Senate membership.

ARTICLE IV

Collegian Advisory Board

Sec. 1. Composition

- A. The Collegian Advisory Board shall consist of ten members. The Editor in Chief of the Collegian shall be a nonvoting member. The nine voting members shall consist of four faculty/administration members, two ASWU representatives and three at-large students.
- B. The ASWU representatives shall be appointed by the ASWU Elections Board for one year terms. ASWU representatives may be reappointed at any time at the discretion of the ASWU Elections Board.

- C. One of the student members shall be elected chair by a majority vote of the Board members. The three at-large student members shall be appointed by the other committee members.
- D. The four faculty/administration members shall be appointed by the President of the University. Except for the ASWU representatives, the terms shall be for three years in order to promote continuity. In the first year of operation, the President of the University shall designate how the appointment shall be staggered to achieve the goal of continuity.

Sec. 2. The Board shall provide oversight to the Collegian including the following areas:

- A. Review and approval of the Collegian budget.
- B. Select Editor-in-Chief of the Collegian with consideration given to any recommendation from Collegian staff or editors.
- C. Create and review bylaws and policy guidelines for operation of the Collegian.
- D. Meet periodically as determined by the chair, but not less than once per semester.
- E. Review of periodic finance reports in conjunction with ASWU.

Sec. 3. The Board shall review all grievances related to the Collegian.

Sec. 4. The Board meetings shall generally be open to any member of the campus community.

ARTICLE V

Finance Board

Sec. 1. The membership of the Finance Board shall consist of the ASWU Vice President of Finances (who shall act as chairperson), two ASWU Senators elected by the Senate, and five students recommended by the Elections Board with the endorsement of the Vice President of Finances and confirmed by the Senate.

Sec. 2. The Finance Board is charged with the responsibility of distributing ASWU funds. The following shall be a general guideline for the distribution of said funds.

- A. It is the responsibility of the Finance Board to make the following items available to all students not less than one week prior to the date the funding request forms are due:
 - 1. all dates pertaining to the budget process (budget timeline),
 - 2. funding request forms,
 - 3. details of the budgeting process, and
 - 4. statements of group eligibility for receiving ASWU moneys.
- B. All eligible groups shall have the opportunity to appear before the Finance Board to formally present their Funding Request Form.
- C. Funding Request Forms that are reviewed favorably by Finance Board shall be recommended to the Senate for approval.
- D. Decisions in regard to submitted Funding Request Forms shall be explained in writing to each respective organization.
- E. Appeals of decisions made by the Finance Board may be made directly to the Senate.

- F. All Finance Board meetings will be open to interested persons, subject to closure by a majority vote of Finance Board.
- G. In February, the Finance Board shall recommend to the Senate salaries for ASWU officers, editors, and managers for the coming year, except Collegian employees.

Sec. 3. An ASWU line-item budget shall be prepared by the Finance Board and submitted to the Senate as follows:

- A. At the beginning of the Fall semester, the Finance Board shall present its final recommended ASWU budget to the Senate for approval.
- B. Upon a majority vote of Senators present, the ASWU budget shall be approved.

Sec. 4. The Finance Board shall have the power to review the expenditures of all ASWU-supported activities.

Sec. 5. The Finance Board, in consultation with the VP of Finances, shall be responsible for creating and adopting a Finance Code consisting of, but not limited to, the following:

- A. Working Definitions (i.e. suitable documentation; General ledger; Journal entry; etc.)
- B. General Procedure (i.e. requesting a check; processing a check request form; deposits; transfers between accounts; etc.)

Sec. 6. Meeting of the Finance Board shall be at least once a month, with other meetings to be called at the discretion of the VP of Finances.

Sec. 7. Ethics

- A. Finance Board members should not allow extraneous or irrelevant factors such as threats, bribes, or prejudice influence their vote.
- B. All Finance Board members are expected to notify the VP of Finances of all organization with which they are affiliated prior to the budgeting process, and to update these lists when appropriate.
- C. If a Finance Board member is a leader of an organization whose request is currently being reviewed,
 - 1. S/he may sit in on the interview for that club.
 - 2. S/he is expected to abstain from the discussion and the vote on that organization.

ARTICLE VI

Elections Board

Sec. 1. Membership of the Elections Board shall consists of the ASWU VP of Administration (who shall act as chairperson), two Senators elected by the Senate, and five students recommended by the VP of Administration and approved by the Senate.

Sec. 2. The Board is authorized to assist the VP of Administration in the election process. All operations of the Board shall be in accordance with the following election rules:

- A. It is the responsibility of the Elections Board to make the following items available to all students no less than one week prior the date petitions are due:
 - 1. election rules,
 - 2. all dates pertaining to the campaign and election,
 - 3. a petition, and
 - 4. a record of expenditures form.
- B. Qualified candidates shall have their name appear on the ballot by submitting a petition signed by no less than 100 members of ASWU. There is no limit on the number of petitions a member of ASWU may sign.
- C. A spending limit will be set by the Elections Board prior to the date petitions are made available. Donated products will be included as expenditures at the market value to be determined by the Elections Board.
- D. At the discretion of the Elections Board, publicity materials shall be made available to all candidates in an equitable fashion.
- E. The Elections Board shall ensure that all candidates participating in Willamette off-campus study programs are provided with the same opportunities and resources as other candidates.

Sec. 3. Conflicts of interest

- A. In the event the VP of Administration becomes a candidate for ASWU elected office, s/he shall recommend a member of the Elections Board to serve as chairperson of the Board for the duration of the election. The VP of Administration shall not in any way participate in the administration of that election.
- B. In the event a member of the Elections Board becomes a candidate for ASWU elected office s/he shall not participate in the administration of that election.
- C. In the event of Elections Board members applying for committees, the following guidelines will be observed:
 - 1. Once the committee interview process has begun, Elections Board members may not apply for a position unless there are no applications for that specific position.
 - 2. After the application process has been closed, Elections Board members will be interviewed before non-Elections Board member candidates will be considered.
 - 3. Elections Board members applying for a committee will be permitted to sit-in on interviews for non-Elections Board member candidates only if said candidates are applying for multiple committee positions in the same interview. When such multiple interview occur, the Elections Board chairperson will ensure that Elections Board committee candidates refrain from voting and asking interview questions regarding the position in which a conflict of interest may occur.

Sec. 4. Appeal and hearing process

- A. After being notified of a violation of the election rules, the Elections Board chairperson shall call a meeting of the Board within twenty-four hours.

- B. Only duly-appointed and confirmed members of the Board will be permitted to hear and rule on the violation.
- C. After reading and discussing the violation alleged in the complaint, the Board will hear from both the originator of the complain and the defendant. Witnesses may be called as necessary.
- D. After viewing all evidence, the Board will meet in closed session to decide the guilt or innocence of the defendant.
- E. A decision of guilt requires a two-thirds vote of the Board.
- F. A statement concerning the findings of the Board shall be issues following the hearing.
- G. If a candidate is found guilty, s/he may be subject to at least one of the following penalties:
 - 1. Removal from the election, and all votes for said candidate counted as void.
 - 2. Name removed from the ballot, but candidate to participate as a write-in candidate.
 - 3. A public statement, approved by the Elections Board, made by the candidate.
 - 4. Any other penalties the Elections Board deems appropriate.
- H. Any candidate found guilty has the right to appeal the decision of the Elections Board to the Senate.
 - 1. All appeals must be made to the Elections Board chairperson within twenty-four hours of the Elections Board's decision.
 - 2. The Elections Board chairperson will present the appeal to the Senate at its next meeting. The Senate will follow the same procedure outline in Section 4 of this Article.
 - 3. A three-fourths majority vote of the Senate is required to override the decision of the Elections Board.
 - 4. If the elections is to take place before the Senate's consideration of the appeal, the election will be postponed until after the Senate rules on the appeal. During this period, the original campaign schedule will remain in effect. Pending the Senate's ruling on an appeal, the defendant will not be forced to withdraw from the election.

Sec. 5. The Elections Board shall assume these additional responsibilities:

- A. Recommending to the Senate students to serve on ASWU Boards, Campus, Faculty, and Trustee Committees. The power to recommend students to the Finance Board shall be shared with the VP of Finances in as much as the recommendation from Elections must be endorsed by the VP of Finances. The power to recommend students to ASWU Boards shall not extend to Activities Board.
- B. Maintaining contact with the various other committees of the ASWU and University, coordinating information, enforcement of committee reports to the Senate, and monitoring the performance of appointments.
- C. The Elections Board may also develop additional qualifications for ASWU appointments not already stipulated in the Constitution and Bylaws.

ARTICLE VII

Managerships

Sec. 1. All applications for management of ASWU activities shall be handled by the ASWU VP of Administration. S/he shall establish the procedures involved in petitioning.

Sec. 2. The Senate will be responsible for setting up and maintaining the various managerships.

Sec. 3. Managers will be accountable to the Senate.

Sec. 4. Duties

- A. It shall be the responsibility of the VP of Administration to prepare outlined duties for each managership at the beginning of the school year.
- B. The managers shall be responsible for keeping the Senate informed of their progress.
- C. It shall be a requirement for managers to submit a one-page typed summary of their managership to the Secretary to be kept on file along with the manager's budget and other useful information.

Sec. 5. Financial Management

- A. The executive officer(s) and/or financial manager of any group, activity or organization wishing to receive ASWU financial assistance will assume responsibility for the appropriate expenditure of any funds provided. These individuals will be liable for any misappropriation of student body moneys or overcharging of student body accounts.
- B. The Finance Board shall recommend appropriate action to the Senate in the event of financial mismanagement.
 1. The individual(s) responsible for overcharging or misappropriation will be accountable for duly compensating the ASWU Treasury.
 2. If necessary, ASWU reserves the right to seek legal redress where this would be more expedient than sanctions which might be imposed through the University's judicial process.

ARTICLE VIII

Awards Committee

Sec. 1. The Elections Board shall recommend a student to the Senate for approval as chairperson for the ASWU Awards Committee. The chairperson will not be a member of the senior class.

Sec. 2. The ASWU Awards chairperson shall recommend to the Senate for approval eight student members and two additional members selected from the administration, faculty, or staff.

Sec. 3. The committee shall award ten "keys" and twenty-five "certificates" to senior members of the student body who have made exceptional contributions to the University. The committee shall be responsible for the selection of any additional awards as requested by the University of deemed appropriate.

ARTICLE IX

Executive Cabinet

Sec. 1. Permanent membership of the Executive Cabinet consists of:

From ASWU:

1. The ASWU President as chair,
2. The President of the Senate,
3. One representative from Willamette Events Board selected by the ASWU President through consultation with the WEB President,
4. One representative from Finance Board, selected by the ASWU President through consultation with the ASWU VP of Finances
5. One representative from the ASWU communications office, selected by the ASWU President through consultation with the ASWU VP of the Executive,
6. One representative from Elections Board selected by the ASWU President through consultation with the ASWU VP of Administration.

At large campus permanent members:

1. One President (or their designee) of a student club selected by the ASWU President,
2. One President (or their designee) of a multicultural student organization selected by the ASWU President
3. The President of the Associated Students of Tokyo International University of America (ASTIUA) or their designee
4. The President of Panhellenic Council or her designee
5. The President of the Interfraternity Council (IFC) or his designee
6. The President of the House of Hall Representatives (HHR) of his/her designee
7. A representative from the student athlete committee.

Sec. 2. Duties

A. The President of the Senate's responsibilities include:

1. Gathering input from Senators regarding the facilitation, conduct, and concerns of Senate.
2. Recommending improvements on the facilitation, conduct, or business of Senate.
3. Serving as Vice Chair of the Executive Cabinet and conducting meetings in the absence of the ASWU President.

B. The WEB representative's responsibilities include informing the Executive Cabinet about upcoming ASWU events.

- C. The Finance Board representative's responsibilities include reporting to the Executive Cabinet about the status of ASWU finances and financial outlook of the Associated Students.
- D. The Communications Office representative's responsibilities include making their services accessible to the members of the Executive Cabinet and the campus constituencies which they represent.
- E. The Election Board representative's responsibilities include reporting to the Executive Committee all relevant activity within Committees and Boards to which students are appointed by ASWU.
- F. The two club presidents selected by the ASWU President, the PHC representative, the IFC representative, the Student Athlete Committee representative, the HHR representative, and the representative from ASTIUA are responsible for representing the concerns and the plans of their respective organizations. Club refers to recognized student organizations sanctioned by the Office of Student Activities.

Sec. 3. Ex-officio Membership

The director of Student Activities or his/her designee will serve on the committee as ex officio.

Sec. 4. Additional positions of the Executive Cabinet, not exceeding two may be established on a year-to-year basis. These positions may be established at the discretion of the ASWU President. Position recommendations can also be made by the Executive Cabinet and/or Senate.

Sec. 5: The meeting of the Executive Cabinet shall be held upon the call of the ASWU President.

ARTICLE X

Campus, Faculty, and Trustee Committees

Sec. 1. The following number of students will serve on these campus, faculty, and trustee committees:

A. Trustee Committees

- 1. Board of Trustees (ASWU President)
- 2. Academic Affairs (1)
- 3. Campus Religious Life (2)
- 4. College of Liberal Arts (2)
- 5. Development and University Relations (1)
- 6. Facilities (1)
- 7. Student Affairs (1)

B. Faculty Committees

- 1. Academic Council (3)
- 2. Academic Programs (3)
- 3. Academic Status (2)

4. Admissions (2)
5. Off Campus Studies (2)
6. Student Affairs (5)

C. Campus Committees

1. Alumni Board of Directors (2)
2. Educational Programs (7, Including WEB Director one representative will serve as chairperson)
3. Parking Review Board (3)
4. University Center Advisory (3)
5. University Standards of Conduct (5)
6. University Safety Committee (3)
7. Alumni Resources (3)

Sec. 2. Appointments to campus, faculty, and trustee committees shall be nominated to the Senate for confirmation by the Elections Board according to the following procedures.

- A. All applicants shall be reviewed carefully and objectively.
- B. All applicants must be offered an interview by the Elections Board unless the applicant will be unable to attend an interview.
 1. The majority of Elections Board must be present for each applicant's entire interview.
- C. The board will follow this procedure when making recommendations to the Senate;
 1. The names of all the applicants shall be read to the Senate.
 2. The Elections Board chairperson shall move for the Senate to appoint one of the applicants to the position in question.
 3. During the discussion period, the chairperson will briefly outline the recommended applicant's qualifications along with the reason(s) the committee selected this applicant over others.
 4. If the committee's recommendation is rejected by the Senate, the issues shall be referred back to committee.
- D. Committee representatives shall be appointed before the last Senate meeting of the year. Appointments will be for one academic year unless the representative is unable to fulfill the required duties. Election Board may at its discretion, reserve one or more positions on any Committee to be recommended for appointment in the Fall. All committee replacements must be approved by Senate.

ARTICLE XI

Collegiate Readership Program

Section 1: Establishment of the Collegiate Readership Program Oversight Committee

- 1) A committee named the Collegiate Readership Program Oversight Committee (CRPOC) shall be established for the purpose of overseeing the operation of the Collegiate Readership Program (CRP) at Willamette University.
- 2) Membership of this committee shall consist of:

- a. One Employee of Willamette University, authorized to enter the University into such contracts as necessary, designated by Willamette University, and shall serve as chair of the committee;
- b. One member of the ASWU Executive Committee;
- c. One member of the HHR Executive Committee;
- d. Two students-at-large who are currently members of a Willamette University affiliated College enrolled in the CRP;
- e. Membership is extended to one member of the Student Government of each Willamette University affiliated Graduate School enrolled in the CRP;
- f. Membership is extended to one member of the Faculty Council if the Faculty of Willamette University are enrolled.
- g. Membership shall be extended to one member of any future enrollee the CRP operated at Willamette University.

Section 2: Powers vested to the CRPOC

- 1) The CRPOC shall assume the duties of ASWU Constitution Article XII Section 1(e);
- 2) The CRPOC shall, by whatever methods established, respond to all concerns relating to the CRP as it operates at Willamette University;
- 3) The CRPOC, with the approval of the ASWU Senate, has the authority to spend from the General Fund established in ASWU Constitution Article XII Section 1(e) in any manner appropriate to the maintenance of the CRP as it operates at Willamette University.
- 4) The CRPOC has the authority to create committees as they pertain to the CRP or other identified interests.
 - a. No action may be taken by a sub-committee without the approval of the CRPOC.
- 5) The CRPOC has distributive authority over all returns from the Student Media endowment not dedicated in Section 4(3)

Section 3: General Fund

- 1) The General Fund is established to cover all expenses not covered by commercial operators of the CRP *or by insurance policies of Willamette University*.
 - a. Bylaw authorized uses are only for repair or replacement of the material of the CRP and promotional events.
 - b. General Funds may be used for other purposes, but still for the explicit purpose of the CRP, if upon a unanimous vote of the CRPOC and a three-fourths vote of the ASWU Senate such use is authorized.
- 2) All University funds for current readership programs shall be placed in the General Fund.
 - a. If the CRP Endowment returns of Section 4(2) are sufficient to fully fund membership in the CRP, any such funds shall not be accepted.

Section 4: CRP Endowment

- 1) If, at any time, the General Fund exceeds \$15,000 dollars, all subsequent funds collected shall be placed in a CRP Endowment.

- 2) One-half of the returns are placed under the control of the CRPOC to reduce the cost to enrolled parties of membership.
 - a. Funds may, upon a majority vote of the CRPOC and a majority vote of the ASWU Senate, be spent for other purposes limited to increasing student awareness through news media.
- 3) One-half of the returns are to be reinvested into the endowment.

Section 5: Rebate

- 1) If a rebate for decreased consumption occurs $\frac{1}{2}$ of the rebate shall be used to fund the following year's enrollment cost and $\frac{1}{2}$ of the rebate shall be placed in the General Fund unless the General Fund exceed \$15,000, at which point the entire rebate shall be used to fund the following year's enrollment cost.

Section 6: Terminated Enrollment

- 1) If, for any reason, enrollment in the CRP is discontinued, the CRPOC will be renamed the Student Media Oversight Committee and have the authority to spend Section 4(2) funds in any manner increasing news-media access on campus with the approval of the Senate.

General Funds will be placed in the CRP Endowment, to be returned to the General Funds in the event of the reinstitution of the CRP.

ARTICLE XII

Rules of Order

Sec. 1 The President of the Senate will use "Robert's Rules of Order" as the official authority governing procedure at meetings of the Senate, except when otherwise outlined by the Constitution or Bylaws.

ARTICLE XIII

Co-curricular Groups

Sec. 1. Co- and extra-curricular campus groups shall register with the VP of Administration. Information required for registration will be: A) name of group, B) primary contact, and C) purpose or area of concern. The VP of Administration will draw up a registration form and will be responsible for the verification of said forms within the first three weeks of each semester. New groups may register at any time.

Sec. 2. The VP of Administration shall provide a list of groups to the publisher of the "Fusser" Guide and Student Handbook for inclusion therein.

ARTICLE XIV

ASWU University Budget Committee

Sec. 1. The chairperson of the ASWU University Budget Committee will be selected in the first week of February by the Elections Board and confirmed by Senate. His/Her term shall last one (1) year from the date of confirmation by Senate.

Sec. 2. Membership on the committee shall consist of the chairperson, four (4) student members selected by the chairperson, recommended to Senate by Elections Board for approval, the VP of Finances, and one (1) ASWU Senator appointed by Senate.

Sec. 3. Duties:

- A. The ASWU University Budget Committee shall compose both a list of student priorities and specific request pertinent to the Willamette University Operating budget. This list is to be approved by Senate in early October.
- B. The ASWU University Budget Committee shall present these lists to the President of the University and all other relevant Willamette University administrators.
- C. The ASWU University Budget Committee shall meet at least once a month with other meetings to be called at the discretion of the chairperson.
- D. The ASWU University Budget Committee shall be charged with keeping the Senate informed on its progress at least once every month during the academic year.

ARTICLE XIV

Senate Alumni Resources Board

Sec. 1. The purpose of this committee shall be to act as a liaison between ASWU and the Office of Alumni Relations. This committee shall serve as a way for the Office of Alumni Relations to cooperate with the Associated Students. This committee shall also actively serve in relaying student concerns and ideas to the Office of Alumni Relations.

Sec. 2. This committee shall be comprised of four (4) students at large and two (2) Senators from the ASWU Senate. Elections Board shall appoint the at-large students, and the Senate members of the committee shall be elected by the Senate in proper fashion. The chairperson shall be one of the six committee members, chosen by the committee itself. The two (2) student members of the Alumni Board of Directors shall also sit on the committee as voting members, but cannot serve as chair of the committee.

Sec. 3. Schedule of Meetings and Reports:

- A. This committee shall be required to meet no less than three (3) times in a semester, outside of meetings with the Directors of Alumni Relations. This committee shall be required to meet at the request of the Director of Alumni Relations. The committee as a whole, or the committee chair, may also request a meeting with the Director of Alumni Relations.
- B. This committee shall be required to make a minimum of two (2) reports to Senate during each semester.

Last revised September 10, 2003.