



# **Elections Handbook**

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### Overview of the ASW Elections and Transition Handbook

The purpose of the document is to serve as a governing document for the annual elections and transition process. The ASW Elections and Transition Handbook is governed by the Constitution and By-Laws of the Associated Students of Westminster.

**Authority**

1. **The ASW Elections Chair:** Is responsible for chairing the Elections Committee to coordinate and administer the annual ASW elections.
2. **The ASW Elections Committee:** Shall work under the direction of the ASW Elections Chair to oversee the election process, enforce the rules and regulations outlined by the official ASW Elections and Transition Handbook, and count the votes on election night. The Elections Committee will also consider and render judgment on elections disputes and candidate grievances.
4. **The ASW President:** Shall oversee the transition process and establish a transition schedule to be followed by both the incoming and outgoing officers in an organized and timely manner, and to be responsible for staffing the Elections Chair and Committee.
5. **The Director of Student Involvement and Leadership and the Dean of Students:** Shall help oversee the elections and transition process to ensure that they are conducted in accordance the Westminster Student Code of Conduct. The Director of Student Involvement and Leadership and/or the Dean of Students will also oversee and verify the counting and tabulation of votes by the Elections Committee.

**The Elections Process**

ASW Elections are held each year toward the end of the spring semester. The rules and guidelines outlined by this document are meant to ensure that elections are administered in a fair and orderly fashion.

**Elected Positions**

Elected positions are voted into office by a simple majority vote of fifty (50) percent plus one (1) of all ballots cast by the voting members of the Associate Students of Westminster. Voting members of the ASW are defined by the ASW Constitution as:

1. Any student that is currently registered for two (2) or more credit hours at Westminster.
2. Lifetime and Honorary Members of ASW.

Job descriptions for each of the offices are available in the ASW Constitution and additional responsibilities are listed in the ASW By-Laws (see attached). The ASW elected offices are:

1. The ASW President

2. The ASW Vice President
3. The Clubs President
4. The ASW Chief Justice
5. All ASW Senators

### **Appointed Positions**

Appointed positions except those associated with Events are nominated by the ASW President and Vice President and ratified by a simple majority vote of the ASW Senate. Available positions must be advertised and remain open for at least five (5) business days. Job descriptions for appointed offices are available in the ASW Constitution and/or the ASW By-Laws (see attached).

### **Campaign Week**

Campaign week shall be held one week prior to election day(s) to allow at least five business days. During this time, candidates will be allowed to campaign according to the rules and regulations outlined by this handbook.

### **Election Day(s)**

Election days are held between the second (2<sup>nd</sup>) week in February and fourth (4<sup>th</sup>) week in March. Exact voting dates vary and will be set one year prior by incoming Student Board and the Director of Student Involvement and Leadership. Polling will take place online via CANVAS for no less than thirty-six (36) hours. The results of the election must be announced no later than March 31st.

### **Qualifications for ASW Offices**

The following criteria must be met by any person seeking office in ASW whether elected or appointed. Candidates or nominees must:

1. Maintain a 3.0 GPA.
2. Be enrolled in at least six (6) undergraduate or three (3) graduate semester hours at Westminster.
3. Be in good standing with the college.

Candidates for ASW Senate positions must also:

1. Have a declared or intended major in one of Westminster's academic schools.
2. Have no declared major while campaigning as an undeclared candidate for the

ASW Senate.

### **Prerequisites for ASW Offices**

In addition to the Qualifications for ASW Office, the following criteria must be met by any person seeking ASW office by the dates assigned by the ASW Elections Committee. Candidates for an ASW elected office must:

1. Declare candidacy and seek office for only one (1) position at a time. Candidates may not simultaneously run for multiple elected offices.
2. Take a test on the ASW Constitution and any other relevant material and pass with a score of at least seventy-five (75) percent.
3. Attend a mandatory meeting held by the ASW Elections Committee.
4. Formally confirm their candidacy by signing a Declaration of Candidacy form.
5. Complete and submit the Personal Profile and Elections Questions forms.
6. Pay a \$25.00 campaign fee to ASW to be refunded after the elections if the candidate follows all election rules and regulations during the election process.

### **Campaign Publicity**

All campaign publicity and materials must meet the following criteria: A first time violation of any rule regarding posting will receive a warning. After a warning has been given, one (1) poster or sign of the candidate's choosing will be removed by the candidate for each subsequent offense of the posting rules and regulation. The Elections Chair must confirm that a candidate removes all posters or signs upon reprimand. Removed material may not be replaced. If a third violation has been perpetrated, that candidate is removed from the race. The elections committee is responsible for implementing all punishments.

### **Posting and Distributing Campaign Materials**

All campaign materials (this includes posters, signs, fliers, etc.) must be approved by the Office of Student Life and displayed in accordance with the Campus Posting Policy (see attached). In addition, the following rules and regulations apply:

1. Candidates must use good taste with all campaign materials. Good taste shall be determined by the Elections Committee.
2. Candidates are responsible for making sure the campus is well kept throughout the elections process and posters, signs, and all other materials must be kept in good condition. All damaged or tattered signs and materials must be repaired or

removed.

3. Different buildings on campus may have additional posting restrictions. Candidates should check with the main offices/departments of each building for specific details prior to posting. Campaign publicly is not permitted in the Giovale Library or in any Westminster residence halls, classrooms, or bathrooms.
4. Candidates must also be respectful of other candidates' posters, signs, and other materials.
5. No campaign materials of any kind may be posted on black surfaced walls, glass, windows, photographs, paintings, floors, marble or wallpapered walls, wood doors, trees, or hung from ceilings.
6. Candidates may not use ASW materials or the ASW office for campaign purposes. Campaigning at ASW sponsored activities is also prohibited.
7. Chalk, paint, and any other similar materials may not be used anywhere on campus.
8. All campaign materials must be removed and properly disposed of by 10:00 p.m. the day following the elections or the candidate will lose their \$25 deposit.
9. Any other postings, publicity or the use of campaign materials not specified must be approved by the Elections Committee.

### **Posters and Signs**

Posters and signs must be standard poster board size (approximately 22" x 27"). Candidates for Student Board offices may not post more than a total of ten (10) indoor and five (5) outdoor posters and/or signs for the entire campus. Candidates for the Senate may not post more than a total of three (3) posters and/or signs for the entire campus.

### **Fliers and Smaller Signs**

Candidates may only have 12 posted smaller signs. Smaller signs, fliers and handouts may not exceed standard letter size paper (8 1/2" x 11"). Fliers and smaller signs may not be posted outdoors; however handouts may be distributed outdoors. No fliers or handouts may be posted in classrooms.

### **Banners**

Banners must be of a reasonable size (approximately 3' x 5' or smaller). Candidates may post a total of one (1) banner for the entire campus which may be hung on the

retaining wall in the Richer Commons.

### **Websites and E-mail**

The Elections Committee has jurisdiction over the Internet and all social media. Website and/or social media pages must be submitted to the Elections Committee prior to being posted online. Candidates may not send out campus wide e-mails promoting their campaign.

### **Campus Publications**

Candidates may place advertisements in *The Forum* with the permission of the staff as long as all other candidates are given a fair and equal opportunity to do the same. Candidates may not post advertisements in *Dear John*, *Career News in the Loo*, or any other campus publications unless otherwise specified.

### **Campaign Budgets and Expenditures**

All campaign budgets and expenditures must meet the following criteria. Candidates must provide receipts or other verifications noting the retail value of materials used in their campaign. If discrepancies arise, the Elections Committee reserves the right to verify the retail value of campaign materials.

Violations of any rule regarding budgets and expenditures will not be given a warning and will be addressed on a case-by-case basis by the Elections Committee. Expenditures that exceed the amount specified for each campaign must be deducted or withdrawn.

### **Student Board Campaigns**

The expenses of Student Board campaigns must not exceed a total retail value of \$150.00 including monetary and in-kind donations.

### **Senate Campaigns**

The expenses of Senate campaigns must not exceed a total retail value of \$75.00 including monetary and in-kind donations.

### **Public Campaign Funds**

As per WS 2017.S01, Candidates may receive reimbursement for funds spent on campaigning. Reimbursement is limited to items purchased for campaigning such as poster, flyers, banners, food for tabling, merchandise, etc. In order to receive reimbursement, candidates must submit an Intent to Receive Funding form by the date designated by the ASW Elections Committee. Candidates must also submit receipts and proper documentation to the ASW Director of Budgeting and Accounting by the date designated by the ASW Elections Committee.

As stated in WS 2017.S01, depending on the number of candidates intending to receive reimbursement, candidates may not receive reimbursement for all expenditures. The Elections Committee will notify candidates how much they can be reimbursed for by 5 PM on the first day of campaigning.

### **Joint Campaigns, Teams, Parties as of December 2015**

No candidates will be permitted to run in elections as a campaigning team or party. In addition, team/party names cannot appear on any campaign materials, social media, or on ballots. A candidate cannot feature the names or photos of any other candidates on campaign materials or on social media, regardless of the position they are running for.

### **Discounted Materials**

Candidates are welcome to seek the best possible price for their campaign materials which may include discounted, donated, or borrowed merchandise or supplies. However, discounted, donated, and borrowed materials be accounted for at fair retail value and counts towards the candidate \$75 (for Senate candidates), or \$150 (for Student Board candidates).

### **Campaign Audits**

An audit of campaign expenditures may be performed by the Elections Committee at any time. Campaign audits must include all current expenditures to date as well as an estimate of any expected costs. All campaigns must be audited by the Elections Committee once the polls are closed and before the votes are counted. If one candidate is running for a position and is audited then all candidates running for that position must be audited.

### **Campaign Solicitation**

Campaign solicitation of any kind (greeting people outside of the polls, campaign rallies, campaign booths, etc.) should be as polite and unobtrusive as possible and must be in accordance with following criteria. A first time violation of any rule regarding campaign solicitation will receive a warning. After a warning has been given, the Elections Committee will address subsequent violations on a case-by-case basis.

### **Solicitation on Election Day**

On the days in which voting is scheduled to take place, candidates may campaign and solicit outside or in Shaw center. If candidates are campaigning in Shaw Center, they must remain behind their booth during designated times. Candidates may campaign and solicit for five hours daily. Hours will have to be submitted to the Elections Committee and will be displayed in the ASW office. Failure to do this or going over the five-hour time block will result in action being taken by the Elections Committee. Also, during these times, candidates must remain at least fifty (50) feet away from the

entrance of any building while campaigning.

### **Campaign Booths and Displays**

The office of student life must approve all booths and displays. Candidates may set up a limit of two (2) campaign booths and displays outside of all buildings on the day(s) in which voting is scheduled to take place. Campaign booths and displays may be left unattended as long as they remain orderly and well kept. All booths and displays must not disrupt the natural flow of pedestrian traffic and must remain at least fifty (50) feet away from the entrance to the nearest building.

### **Handouts and Leaflets**

While campaigning and soliciting, candidates may distribute handouts, (pamphlets, fliers, leaflets, etc.) or leave them to take from campaign booths and displays. Candidates will be responsible for minimizing, recycling, and cleaning up all litter from the campaign and disposing of it properly.

All candy and/or food items that candidates may distribute must comply with the law including OSHA guidelines and State and Local Health Department regulations.

### **Bribery**

Candidates may be selective in distributing campaign materials of limited quantity (such as T-shirts, pins, stickers, hats, etc.) to their supporters. In addition, candidates may use information and campaign materials to persuade voters.

However, according to state law, distribution of any kind of material incentives or valuables in exchange for votes (or for the promise of votes) constitutes bribery. Therefore, handouts (leaflets, fliers, information, candy, or any other paraphernalia) cannot be denied to any voter for purposes of bribery or unfair treatment. (Utah Elections Code: 20A-1-601--Bribery in elections).

### **Voting Booths and Polling Places - Westminster College owned computers**

Candidates are allowed to vote and pass through voting areas on the way to classes, etc. Loitering in or near voting booths and polls is strictly prohibited. Campaigning by any candidate or assistant near voting areas may result in disqualification. In case of any disagreement or misunderstanding, the Elections Committee will have final authority. Candidates may not loiter/solicit within 25 feet of any Westminster owned computers on any voting day.

### **Special Elections and Campaigns**

Special elections and campaigns are subject to the following rules and regulations. In each case, specific details will be up to the digression of the Elections Committee.

## **Constitutional Elections**

In the event that a constitutional amendment is deemed necessary, all proposed changes must be advertised in advance. Proposed amendments to the ASW Constitution must be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members of the ASW.

## **Run-Off Elections**

In the event that no candidate wins a simple majority vote of fifty (50) percent plus one (1) of all ballots cast for any respective office, a run-off election shall take place between the two candidates that received the highest amount of votes. A separate election will then be administered on a separate date to be determined by the Elections Committee.

## **Special Elections**

Special elections may be held in the event of a vacancy in an elected Student Board office (except in the office of the Presidency in which a vacancy would be filled by the Vice President). In all cases, special elections will be administered by the Elections Chair and the Elections Committee and must be in accordance with the ASW Constitution and this handbook.

## **Write-In Campaigns**

Any person wishing to run as a write-in candidate must meet the same qualifications as other candidates. Write-in candidates are subject to posting and budgetary requirements. Write-in candidates must also pay the \$25.00 refundable campaign fee and pass the constitution test with a seventy-five (75) percent score.

Write-in candidates will not be allowed to participate in question and answer sessions or in any formal debate organized by the Elections Committee.

## **Challenges and Complaints**

Questions, complaints, challenges and grievances will be considered with the utmost sincerity by the Elections Committee. Once the proper procedures have been followed, the Elections Committee will respond as quickly and as clearly as possible.

### **Complaints**

Complaints regarding the conduct of candidates must be submitted in writing to the Elections Chair before the ballots are counted. Once the written complaint is received, the Elections Committee will consider and render judgment on the issue before counting the votes.

Disqualification decisions must be based upon solid evidence of candidate or

campaign misconduct. Time must be allotted for all parties involved to voice their concerns before the Elections Committee prior to final decision.

### **Elections Misconduct**

Appeals to the decision of the Elections Committee and/or evidence of misconduct on the part of the ASW Elections Chair or any member of the Elections Committee must be immediately submitted in writing to the ASW Chief Justice and the ASW Judicial Council.

### **Challenges**

Challenges to the election results must be submitted to the Elections Chair within two (2) school days of the posting of election results. The Elections Committee will then make decisions regarding the challenges.

### **Campaign and Elections Violations**

Candidates or applicants for any ASW office must adhere to all ASW rules and regulations. Any questions regarding any part of the election process not specified by ASW rules and regulations is up to the digression of the Elections Committee.

Unethical conduct or failure to comply with any ASW rules and regulations described in this document or any other ASW Governing Document may result in immediate disqualification or other punitive action. In addition, violations of the Student Code of Conduct may be referred to the Dean of Students for further action. Any ASW rules and regulations regarding the conduct of candidates also apply to their assistants and campaign staff. In such cases, candidates will be held responsible for actions of their assistants or campaign staff members and will be sanctioned accordingly.

The ASW Elections Committee is responsible for enforcing these rules and regulations as well as determining penalties for any violation thereof. All questions regarding these rules and regulations should be addressed to the Elections Chair.

### **The Transition Process**

The ASW President shall oversee the transition process and establish a transition schedule to be followed by both the incoming and outgoing officers in an organized and timely manner.

The transitions of all ASW elected offices must be complete by April 30th. While the details of the transition process will include additional responsibilities that vary from year to year, incoming and/or outgoing officers must adhere to the following guidelines:

#### **Incoming Officers**

It is the responsibility of all incoming ASW officers (both in the Student Board and in

the Senate, elected or appointed) to adhere to the following guidelines:

1. Take the ASW Oath of Office as defined in the ASW Constitution according to the following procedure:
  - a. the outgoing Chief Justice will administer the ASW Oath of Office to the incoming Chief Justice;
  - b. the incoming Chief Justice will administer the ASW Oath of Office to the incoming ASW President, Vice President, and the Clubs President; and,
  - c. the incoming Chief Justice will administer the ASW Oath of Office to the incoming ASW Senators;
  - d. once appointed, the incoming Chief Justice will administer the ASW Oath of Office to all other ASW officials.
2. Familiarize themselves with the organizational structure of ASW and with the ASW Governing Documents.
3. Meet with the outgoing officer of their respective position to develop their own transition and training as needed.

### **Outgoing Officers**

It is the responsibility of all incoming ASW officers (both in the Student Board and in the Senate, elected or appointed) to adhere to the following guidelines:

1. Organize and submit copies of all ASW documents and files to be:
  - a. compiled by the President in an end of the year report that will be archived in the ASW office; and,
  - b. compiled electronically by the Director of Communications to be archived on the ASW network account.
2. Prepare a file of documents from the past year that pertain to their respective position and submit it to the incoming officer.
3. Meet with the outgoing officer of their respective position to develop their own transition and training as needed.

### **Student Board and Senate Transition**

Due to the nature of Student Board and Senate offices, the following specifications must be followed in addition to the other responsibilities and job descriptions listed in

the ASW Constitution and By-Laws:

### **The Office of the ASW President**

It is the responsibility of the incoming and/or outgoing ASW President to adhere to the transition following guidelines:

1. The outgoing President must compile a transition schedule for the transition process to be followed by both the incoming and outgoing officers in an organized and timely manner.
2. The outgoing President should formally introduce the incoming President to members of the Board of Trustees, the administration, the academic Deans, and the Directors of pertinent departments on campus.
3. Both the incoming and outgoing ASW President must attend the annual transition meeting of the Utah Council of Student Body Presidents.
4. Ensure that the guidelines for the other incoming Student Board officers and Senators are being followed.
5. Work with the other Student Board officers to begin planning for training the Senators at the annual Senate retreat.

### **The Office of the Vice President**

It is the responsibility of the incoming and/or outgoing ASW Vice President to adhere to the transition following guidelines:

1. The outgoing Vice President should formally introduce the incoming Vice President to members of the Alumni Board, the administration, and the Directors of pertinent departments on campus.

### **The Office of the Clubs President**

It is the responsibility of the incoming ASW Clubs President to review the Clubs and Organizations Handbook and to work with ASW Clubs and the ASW Budget Committee on the annual budgeting process (see ASW Financial Code).

### **The Office of the Director of Budget & Accounting**

It is the responsibility of the incoming and/or outgoing ASW Director of Budget & Accounting to adhere to the following transition guidelines:

1. The transition period for the Office of the Director of Budget & Accounting will continue as needed until the end of the fiscal year.

2. Review the Financial Code and work with ASW Clubs and the ASW Budget Committee on the annual budgeting process (see ASW Financial Code).

### **The Office of the Director of Communications**

It is the responsibility of the incoming ASW Director of Communications to review the website editing program and update the ASW website and as well as update ASW electronic files.

### **The Office of the Chief Justice**

It is the responsibility of the incoming ASW Chief Justice to adhere to the following transition guidelines:

1. Ensure that all ASW elected and appointed officers have taken the ASW Oath of Office.
2. Review and update all of the ASW Governing Documents (including the ASW Constitution, By-Laws, codes, and Handbooks) and prepare these documents (except for the ASW Constitution) for re-adoption by the Senate at the beginning of the academic year.
3. Ensure that any necessary changes (other than editorial changes) or amendments to the ASW Governing Documents are approved according to the proper procedure.

### **ASW Senators**

It is the responsibility of the incoming ASW Senators to adhere to the following transition guidelines:

1. As their first order of business, elect a Senator to serve as the Speaker of the House, Parliamentarian and the Senate Pro Tempore.
2. Meet with outgoing ASW Senators to discuss current issues and the business conducted by the Senate over the past year.

### **ASW Speaker of the Senate**

It is the responsibility of the incoming ASW Speaker of the Senate to adhere to the following transition guidelines:

1. Review all ASW Governing Documents and previously passed legislation.
2. Learn parliamentary procedure from the outgoing Speaker of the Senate in order to effectively run the Senate meetings.

## **Resignation, Vacancies, and Transition in Midterm**

Any ASW officer can be removed from office upon due process of to the rules and regulations specified in any of the ASW Governing Documents. Also, any ASW officer may choose to resign by submitting a signed letter of resignation at any time. In the event that an ASW officer cannot or chooses not to fulfill his/her office once the term of office has started, the following guidelines will be in order:

### **Vacancies in Elected Offices**

Vacancies in an elected office will require a special election (see Special Elections and Campaigns on page 10) except in the following cases:

1. Vacancies in the office of the ASW President will be filled by the Vice President (and the Vice Presidency will be temporarily filled by the Events President).
2. Vacancies in the Senate may be appointment.

### **Vacancies in Appointed Offices**

Vacancies in an appointed office will be filled through the appointment process of that respective office. Appointments must be approved by the Senate (except in the case of committee members who may be replaced by the chair of the committee).

### **Midterm Transitions in the Senate**

If a Senator changes their declared major to a different school or division in the Senate (without transitioning into a corresponding vacancy in the Senate) it will be considered an automatic resignation from their current position.

If a Senator chooses to change their major to a different school or division in the Senate and transition into a corresponding vacancy, he/she must join any other applicants by the same procedure. Senators applying to transfer into a different position must formally resign from their current position before or immediately after transition to a new office is approved by the Senate.

In all cases, Senators must be representing the students in the school or division that corresponds to their declared major. Exceptions to this rule will be made only in the case of Undeclared Senators who are forced to formally declare their major while in office were they will be permitted to finish their term.

### **Midterm Transitions in All Other Offices**

Elected Student Board officers may not transition or switch into a different office during a concurrent term of office without a special election (see Special Elections and Campaigns on page 10). Any appointed officer may switch and/or transition into a

different office during their concurrent term of office with the approval of the ASW Senate. In either case, candidates or applicants must formally resign from their current position before or immediately after transitioning into the new office.

### **Introduction to ASW Structure & Governing Documents**

ASW is organized into a four-branch system of executive, legislative, judicial and activity branches. As outlined by the ASW Constitution, executive powers are vested in the Student Board, legislative powers are vested in the ASW Senate, judicial powers are vested in the ASW Judicial branch, and activities programming is vested in ASW Events.

### **ASW's Purpose**

- 1. Student Government & Activities:** ASW is the student government and activity programming organization at Westminster.
- 2. Clubs & Organizations:** ASW maintains and coordinates the clubs and organizations on campus.
- 3. Student Advocacy & Representation:** ASW serves as the student advocacy group on campus representing students to the administration and the Board of Trustees and working with other departments and organizations on campus to promote student interests and student life at Westminster.

### **Power and Authority**

- 1. The Westminster College Board of Trustees:** As stated in Article III of the ASW Constitution, the Board of Trustees of Westminster College grants ASW power and authority.
- 2. The Students of Westminster College:** The student body of Westminster grants the ratification of the authority of the ASW Constitution and the adoption of all subsequent amendments to ASW.

### **The ASW Constitution**

The ASW Constitution is the supreme governing document of the Associated Students of Westminster. The constitution should be as permanent and timeless as possible and should therefore be amended or changed only when absolutely necessary. This helps establish legitimacy and continuity from year to year.

Only the most important rules and characteristics of ASW should be contained within the document and it should remain relatively simple. Nothing should be placed in the constitution that may be suspended except in extreme cases of unprecedented situations.

In the event that a change is necessary, the constitution should require previous notice of an amendment and a two-thirds (2/3) majority vote of the total members of the Associated Students of Westminster. Because of the supremacy of the constitution, no other ASW document can override its authority and no subsequent policies, statutes or governing documents can be inconsistent with its contents.

### **The ASW By-Laws**

The ASW By-Laws are more specific than the ASW Constitution but still establishes a permanent set of rules by which ASW should function. Where a constitution is more traditional and formal, By-Laws are more practical and functional. While the By-Laws should still maintain some permanence and continuity, they are easier to amend and can be done so by the Senate. The By-Laws may also be temporarily suspended, if necessary, by a two-thirds (2/3) majority vote of the Senate, but this should only be done to accommodate a procedural rule such as the rules of order.

The By-Laws should also serve as a collective document that includes or delegates authority to other documents. Therefore, the By-Laws are more comprehensive. Most, if not all of the legislation passed by ASW can be included in the By-Laws. If a piece of legislation does not relate to the organized articles that are already in place, separate articles can be added if necessary. These occasions should be rare given that most legislation will either amend specific governing documents or add to the existing stipulations within the document.

Policies or legislation that is specific to one component of ASW should not be included in the By-Laws. (Specific rules on elections should be included in the Elections and Transition Handbook, specific rules for clubs and organizations should be included in the Clubs and Organizations Handbook, etc.).

It is customary in parliamentary procedure for the ASW Senate to readopt the ASW By-Laws at the beginning of each General Session as a gesture of recognition. Any changes that seek to amend the By-Laws for that session should also be adopted at that time.

### **The ASW Clubs and Organizations Handbook**

The ASW Clubs and Organizations Handbook outlines all of the rules and regulations that govern ASW sponsored clubs and organizations. The handbook should be distributed to all clubs and organizations recognized by ASW as well as any prospective clubs and/or organizations interested in becoming recognized. A separate edition of the Clubs and Organizations Handbook is available for club sports teams.

It is customary in parliamentary procedure for the ASW Senate to readopt the ASW Clubs and Organizations Handbook and the Club Sport Handbook at the beginning of each General Session as a gesture of recognition. Changes that seek to amend the document should be adopted at that time.

**The ASW Events Handbook**

The ASW Events Handbook outlines all of the rules and regulations that govern ASW sponsored activities and the actions of the ASW Events branch. The ASW Events Handbook should be distributed to all Events Chairs and shared with ASW clubs when applicable.

It is customary in parliamentary procedure for the ASW Senate to readopt the ASW Events Handbook at the beginning of each General Session as a gesture of recognition. Any changes that seek to amend the document for that session should also be adopted at that time.

**The ASW Elections and Transition Handbook**

The ASW Elections and Transition Handbook outlines all of the rules and regulations that govern ASW Elections. The ASW Elections and Transition Handbook should be distributed to all candidates and applicants seeking a position in ASW.

It is customary in parliamentary procedure for the ASW Senate to readopt the ASW Elections and Transition Handbook a few weeks prior to election season as a gesture of recognition. Any changes that seek to amend the election process should also be adopted at that time.

**The ASW Financial Code**

The ASW Financial Code should be distributed to any ASW club candidate or official that deals with student monies. The ASW Financial Code outlines the annual budgeting procedure for ASW as well as any budgetary restrictions on ASW expenditures.

It is customary in parliamentary procedure for the ASW Senate to readopt the ASW Financial Code at the beginning of each Fiscal Year as a gesture of recognition. Any changes that seek to amend the document for that Fiscal Year also be adopted at that time.

**ASW Legislation and Statutes**

ASW Legislation is approved by the ASW Senate and should be formatted as a formal bill or resolution according to *Robert's Rules of Order Newly Revised* and the ASW Rules Committee. The Chief Justice will assign a number to all legislation to be placed in the upper right hand corner with the year and bill number for that year. (For example, the first bill of the 2005-2006 Senate would appear as 2005-06-01).

Once legislation is passed, it should be archived for future reference as an ASW Statute. Passed legislation that seeks to change or amend a specific ASW Governing Document will be inserted into the organized structure and language of the document with a parenthetical citation of the number and title of the bill or resolution appearing

after the change. (For example, a bill that creates a presidential appointment would be added to the By-Laws under Article II, Section 2, and would be followed by (2005-06-01: Government Relations Chair) as a citation. These citations should not be included in any constitutional changes).

In the event that passed legislation does not seek to amend any ASW governing documents and does not fit into the organizational structure of an existing document, it should be organized by the Chief Justice as an ASW Statute.

### Definitions

1. **Office Hours** shall be defined as hours spent in the ASW or hours spent conducting ASW business unless otherwise authorized. Specific requirements may apply.
2. The **General Session** shall be defined as all regular meetings and business conducted with the period time when newly elected senators are sworn into office and continue until a new senate is elected.
3. The **Fiscal Year** shall be defined as the one year period beginning on July 1st and ending on June 30th.
4. **Legislation** shall be defined as the exercise of the power and function of making rules that have the force of authority by virtue of their approval by a legislative body; a matter of business for or under consideration by a legislative body.
5. A **Bill** shall be defined as legislation that seeks to become a policy, statute, By-law, etc.
6. A **Resolution** shall be defined as a formal declaration of the Senate that makes a statement on a specific issue or as any other formal proposal in which a bill would be considered inappropriate or unnecessary.
7. **ASW Governing Documents** or **Guiding Documents** shall be defined as the official documented rules, policies and procedures that govern ASW (such as the ASW Constitution, the ASW By-Laws, the ASW Clubs and Organizations Handbook, ASW Statutes, etc.).
8. The **Senate President Pro-Tempore** or **Pro Tem** shall be defined as the person who temporarily chairs the Senate when a bias or conflict or interest exists between the regular chair of the Senate and a particular discussion item or decision; the pro tem may also be called upon when the chair wishes to participate in debate within the body. In ASW, the responsibilities of the pro tem are vested in the Parliamentarian.
9. **Constituent(s)** shall be defined as a member(s) of a group represented by an

elected official; one that authorizes another to act as a representative.

- 10. *Parliamentary Procedure*** shall be defined as a body of rules followed by an assembly; the rules of order. In the ASW Senate the ***Parliamentarian*** is responsible for the ensuring that *Parliamentary Procedure* is followed according to *Roberts Rules of Order Newly Revised*.