



BYLAWS OF THE ASSOCIATED STUDENTS OF WESTMINSTER

ARTICLE I – THE ASW SENATE

1. The ASW Senate shall:

- a. be conducted in accordance with the Utah State Open Meeting Act with the exception of an Executive Voting Session;
- b. require all business and action items to be available and distributed for two (2) days prior to consideration and discussion, with amendments to the agenda permitted by a majority vote;
- c. all meetings to be held at the discretion of the Speaker of the ASW Senate;
- d. attend ASW Senate General Sessions in business casual attire;
- e. abide by all of the provisions outlined in the Committee Formation Act of 2013-2014 (White, 2013)ⁱ which is to be annexed in these bylaws.
- f. have the ability to change any and all documentation relating to ASW.

2. The Speaker of the ASW Senate:

- a. serve at least (8) hours in the ASW Office weekly, including (2) publicly posted hours;
- b. appoint an Elections Chair from the existing ASW Senate;
- c. abide by all provisions outlined in the Constitution;
- d. recommend any member of the Senate not in good standing, to the Chief Justice;
- e. call on outside representation when necessary to further inform senators;

3. The Elections Chair shall:

- a. Have had direct or indirect experience with and/or knowledge of previous ASW elections (Brinkerhoff, 2005)ⁱⁱ;
- b. not be a candidate for any ASW election over which they are supervising (Brinkerhoff, 2005);

- c. be responsible for overseeing and coordinating all ASW elections in accordance with ASW Elections and Transition Handbook (Brinkerhoff, 2005);
- d. select and chair an Elections Committee composed of students that shall (Brinkerhoff, 2005):
 - i. consist of at least one (1) student from each of the schools at Westminster College;
 - ii. not be affiliated in any way with any ASW election over which they are supervising;
 - iii. coordinate and schedule a timeline for the elections process according the ASW-Elections and Transition Handbook;
 - iv. ensure the fair and orderly administrations of the ASW elections process according to the ASW Elections and Transition Handbook;
 - v. consider and render judgment on any questions or election disputes that may arise during the ASW elections process; and,
 - vi. count and tabulate all ballots cast in a closed room under the supervision and verification of the Director of Student Life and/or the Dean of Students.
- e. represent the ASW elections and Elections Committee within the organizational structure of ASW (Brinkerhoff, 2005).

4. Members of the ASW Senate shall:

- a. Be required to sponsor or co-sponsor, at least one (1) piece of legislation per semester, with a limit of four (4) senators per co-sponsor.
- b. attend all ASW Senate meetings;
 - i. upon missing a third general ASW Senator committee meeting during each Fall or Spring semester, without a viable excuse, the Senator is referred to the ASW Chief Justice whom will decide an appropriate punishment; and,
 - ii. upon entering or leaving more than twenty (20) minutes past or prior to the scheduled start or end time for two meetings during each Fall or Spring semester, without a viable excuse, the Senator shall accrue one (1) absence.
 - iii. Be dressed appropriately;

- c. work on at least two (2) ASW Events activities per semester;

5. The Parliamentarian shall:

- a. Ensure that all ASW Senate meetings are conducted in accordance with Roberts Rules of Order;
 - i. remove any Senator or audience member from the Senate floor upon violation of Robert's Rules or, hold a vote to determine whether someone is to be removed only after the objection of another Senator.
- b. be responsible for keeping time on discussions and line items;
- c. temporarily chair the meeting as ASW Senate Pro Tempore if:
 - i. the Speaker of the ASW Senate is absent, or otherwise unable to perform their duties.
- d. record minutes for each meeting and distribute the minutes to the Speaker of the ASW Senate, to be distributed to the ASW Senate in a timely manner.
- e. attend student board meetings as an honorary guest per the request of the speaker of the senate.

6. An Executive Voting Session shall:

- a. require all individuals other than voting members of the assembly to leave the chamber for the duration of the session;
- b. only be called for specific voting sessions in which any visitor or non-voting member of the body may exercise undue political pressure; and,
- c. expire after the body ends the session by simple majority vote.

7. The terms of all appointed ASW Senate positions shall run concurrent with that of the appointing ASW Senate, until the end of the current academic year or swearing in of the next Senate body.

8. Nominations for vacant positions shall be open for at least five (5) working days before consideration by the ASW Senate



ARTICLE II – ASW Executive

1. The President shall:

- a. serve at least (10) hours in the ASW Office weekly, including (2) publicly posted hours;
- b. attend all Senate Meetings;
 - i. attend all Senate Committee meetings if requested by the Speaker of the Senate.
- c. Appoint Directors as deemed necessary.

2. The Vice President shall:

- a. Serve at least (10) hours in the ASW Office weekly, including (2) publicly posted hours;
- b. Serve on the Alumni Board as a representative of ASW;
- c. Meet with the Career Center regularly in the interest of the student body;
- d. Serve on any committees or boards as deemed necessary;
- e. Oversee the logistical concerns regarding the ASW Office(s);
- f. Attend all Senate Meetings:
 - i. Attend all Senate Committee meetings if requested by the Speaker of the Senate.
- i. Assist the ASW President in all things ASW;

3. The Executive Director of Communications shall:

- a. serve at least (10) hours in the ASW Office weekly, including (2) publicly posted hours;
- b. be responsible for the production of the ASW handbook and planner;
- c. manage and maintain ASW weekly, as needed;
- d. supply communications for ASW, as requested, including multimedia, print, PR, and social media;
- e. attend at least three (3) ASW senate meetings per semester;
- f. appoint and oversee Communications staff as needed and approved by the ASW Senate;

- g. be subject to removal from office by the ASW President and upon the ratification of the ASW Senate upon conviction of any act in direct violation of the ASW constitution or any document subordinate thereof.

4. The Associate Director of Communications shall:

- a. perform duties as requested by the ASW Director of Communications;
- b. keep a minimum of five (5) hours per week working with the ASW Director of Communications, excluding May Term, Finals Week, and weeks during which school is not in session;
- c. be subject to removal from office by the ASW Director of Communications upon the ratification of the ASW Senate upon conviction of any act in direct violation of the ASW constitution or any document subordinate thereof.

5. The Executive Director of Budget and Accounting shall:

- a. serve at least ten (10) hours in the ASW office weekly, including (2) publicly posted hours;
- b. sit as non-voting chair of the Budget Committee;
- c. sit on other boards and committees as assigned;
- d. ensure the maximization of student fees to most efficiently and effectively serve the ASW;
- e. responsible for leading the budgeting process for the year elected;
- f. responsible for all check reimbursement requests, ongoing requests, and stipends;
- g. head the opportunity fund and chair the joint fund;
- h. keep an accurate and current account of ASW's financial state and report to Senate monthly;
- i. maintain all ASW financial records;
- j. adhere to the standards set forth in the ASW financial code and update the code as needed with the ratification of the Senate;
- k. improve upon existing processes and initiate new processes to better serve the student body;
- l. as part of the outgoing duties of the office, assist in selecting the proceeding year's Director of Budget and Accounting as well as advise the budgeting process for the following year as an ex-officio member of the budget committee;



- m. be subject to removal from office by the ASW President and upon the ratification of the ASW Senate upon conviction of any act in the direct violation of the ASW Constitution or any document subordinate thereof.

ARTICLE III – ASW Judicial

1. The Chief Justice shall:

- a. serve at least eight (8) hours in the ASW office weekly, including (2) publicly posted hours;
- b. attend all ASW Senate meetings;
- c. represent the judiciary at any committee meetings where the Chief Justice is requested;
- d. actively review the constitutionality of all statutes passed and actions taken by ASW officials;
- e. chair the judicial council.

2. Members of the Judicial Council shall:

- a. be registered for at least:
 - i. six (6) undergraduate; or,
 - ii. three (3) graduate semester hours at Westminster College.
- b. have a cumulative G.P.A. of 2.5 or above;
- c. be in good standing with the college;
- d. be responsible for reviewing ASW Statutes;
- e. serve collectively as a student court which shall:
 - i. serve as the supreme judicial authority within ASW;
 - ii. review and render judgment on issues, disputes and judicial questions within ASW and all affiliated organizations;
 - iii. serve as an appeals board;
 - iv. have the power of judicial review over any ASW action which could be deemed unconstitutional or in violation of any ASW governing document or statute.

- f. excuse themselves from participating in the discussion and judgment of instances in which a personal bias or conflict of interest exists;
 - g. proactively represent the constituency from which they were appointed; and,
 - h. hold at least one (1) scheduled meeting each month to review club constitutions and actions of all branches of the ASW.
3. The terms of all appointed Judicial Council Justices shall run concurrent with that of the appointing Chief Justice.
4. Judicial council members shall be subject to removal from office by the Chief Justice upon conviction of any act in direct violation of the ASW Constitution or any document subordinate thereof.
5. Nominations for vacant positions shall be open for at least five (5) working days before being appointed.

ARTICLE IV – ASW Events

- 1. All ASW sponsored events, activities, and programs shall:
 - a. be planned, organized, and overseen by ASW Events under the supervision and direction of the ASW Events President;
 - b. be organized and governed by the Constitution of ASW Events; and,
 - c. remain consistent with the Constitution of the Associated Students of Westminster and any other guiding documents of ASW Events.
- 2. ASW Events shall be comprised of the following positions:
 - a. The President;
 - b. the Director of Programming;
 - c. the Athletics Chair;
 - d. the Clubs Chair;
 - e. the Community Chair;
 - f. the Dance Chair;
 - g. the Diversity Chair;
 - h. the International Chair;
 - i. the Special Events Chair;
 - j. the Associate Chairs;
 - k. the Photographer;
 - l. the Events Committee Members;
 - m. the Street Team; and
 - n. any additional positions as seen needed by the - ASW Events President.
- 3. The ASW Events President shall:

- a. Be the presiding member of ASW Events.
 - b. Oversee and manage all ASW Events positions.
 - c. Sit as a voting member of and chair the ASW Events Executive Team.
 - d. Sit as a voting member of the Student Board of ASW.
 - e. Sit on the Coordinating Council of Westminster.
 - f. Sit on other boards and committees as assigned.
 - g. Enhance the quality of student life through the planning and implementation of student events, activities, and programs.
 - h. Be responsible for the planning, overseeing, initiating, calendaring, and implementation of all student events, activities, and programs.
 - i. Improve upon existing programs and initiate new programs to better serve a diverse student body.
 - j. Chair any and all meetings of ASW Events.
 - k. Work with the Director of Programming and all ASW Events Chairs and other ASW Events positions to ensure success at every event, activity, and program.
 - l. Meet with the ASW Events advisor once a week.
 - m. Meet monthly with catering and campus scheduling.
 - n. Work with campus individuals to ensure proper advertising and marketing of all ASW Events activities.
 - o. Coordinate the Student Activities Calendar.
 - p. Select the proceeding year's ASW Events President and oversee the transition process.
 - q. Select and appoint the Director of Programming and Chairs.
 - r. Appoint the Associate Chairs upon the Director of Programming's recommendation.
 - s. Be required to work ten (10) hours in the ASW office each week including the two (2) hours at the weekly Wild Wednesday event, excluding finals week.
 - i. Two (2) of these hours will be publicly advertised and cannot move throughout the semester.
 - t. Other duties as assigned.
4. The - ASW Events Director of Programming shall:
- a. Be required to work four (4) hours in the ASW office each week excluding the two (2) hours at the weekly Wild Wednesday event, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.
 - c. Sit on other boards and committees as assigned.
 - d. Work with the ASW Events President to improve upon existing programs and initiate new programs to better serve a diverse student body.
 - e. Work with the ASW Events Associate Chairs to insure success at ASW Events events, activities, and programs.
 - f. Work with the ASW Events Street Team to insure successful advertising and marketing of ASW Events programs.
 - g. Select ASW Events Associate Chairs
 - h. Meet with ASW Events Associate Chairs at least twice a month.
 - i. Other duties as assigned.
5. The ASW Events Athletics Chair Shall
- a. Be required to work four (4) hours in the ASW office each month, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.
 - c. Plan all sporting and athletic events, activities, and programs on campus.

- d. Work with the Director of Athletics to promote games.
 - e. Work with The Nest (an officially recognized club by ASW Clubs).
 - f. Work with and sit as a member of the Student Athletes Activities Commission (SAAC).
 - g. Be a part of the design process for Nest T-Shirts and provide/sell them to students and the Sugar House community.
 - h. Other duties as assigned.
6. The ASW Events Clubs Chair shall:
- a. Be required to work four (4) hours in the ASW office each month, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.
 - c. Coordinate and oversee events, activities, and programs in conjunction with the different clubs and organizations on campus.
 - d. Act as a liaison between ASW Events and ASW Clubs.
 - e. Attend ASW Clubs meetings at the request of the ASW Clubs President.
 - f. Meet with the ASW Clubs President at the request of the ASW Clubs President.
 - g. Other duties as assigned.
7. The - ASW Events Community Chair shall:
- a. Be required to work four (4) hours in the ASW office each month, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.
 - c. Plan all Kids Club events for students, faculty, staff, alumni, and community members.
 - d. Help the President create avenues that connect ASW Events and Westminster with the Sugar House and Salt Lake communities through different activities, events, forums, etc.
 - e. Other duties as assigned.
8. The ASW Events Dance Chair shall:
- a. Be required to work four (4) hours in the ASW office each month, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.
 - c. Plan at least three dances throughout the academic year.
 - d. Other duties as assigned.
9. The ASW Events Diversity Chair shall:
- a. Be required to work four (4) hours in the ASW office each month, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.
 - c. Coordinate and plan events on campus in conjunction with different diversity departments and offices across campus together.
 - d. Other duties as assigned.
10. The ASW Events International Chair shall:
- a. Be required to work four (4) hours in the ASW office each month, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.

- c. Coordinate and plan events on campus in conjunction with different international departments and offices across campus together.
 - d. Other duties as assigned.
11. The ASW Events Special Events Chair shall:
 - a. Be required to work four (4) hours in the ASW office each month, excluding finals week.
 - b. Sit as a voting member of the ASW Events Executive Team.
 - c. Coordinate and plan larger events on campus.
 - d. Work with individual schools, departments, and divisions across campus too plan or help with events on campus.
 - e. Other duties as assigned.
12. The ASW Events Associate Chairs:
 - a. Sit as members of ASW Events.
 - b. Work in conjunction with the ASW Events Director of Programming to plan and help with ASW Events events.
 - c. Other duties as assigned.
13. The - ASW Events Photographer:
 - a. Sit as a member of ASW Events.
 - b. Take photos at ASW Events events, activities, and programs.
 - c. Other duties as assigned.
14. The ASW Events Events Committee:
 - a. Sit as members of ASW Events.
 - b. Work in conjunction with the ASW Events President and Director of Programming to help with ASW Events events.
 - c. Other duties as assigned.
15. The ASW Events Street Team:
 - a. Sit as members of ASW Events.
 - b. Work in conjunction with other ASW Events members to promote, advertise, and market all ASW Events events throughout the year.
 - c. Other duties as assigned.
16. The - ASW Events Advisor shall:
 - a. Sit as a non-voting member of the ASW Events Executive Team.
 - b. Review contracts for different events prior being sent to Risk Management and being signed by the Executive Vice President of the College.
 - c. Work with the ASW Events President to oversee and guide the operations of The Commission when necessary.
 - d. Monitor the operations of individual members of ASW Events to ensure the safety and success of ASW Events sponsored events, activities, and programs.
 - e. Other duties as assigned.
17. The ASW Events Assistant Advisor shall:
 - a. Work with the ASW Events Advisor and Director of Programming to oversee and guide the operations of the Associate Chairs when necessary.

- b. Monitor the operations of individual Associate Chairs to ensure the safety and success of ASW Events sponsored events, activities, and programs.
 - c. Other duties as assigned.
18. All terms of all appointed ASW Events positions (Director of Programing, Chairs, Associate Chairs, Photographer, Events Committee, and Street Team) shall be for one year, beginning in April and ending in the following April. Transitions will begin each February/March.
19. Nominations for vacant - ASW Events positions shall be open for at least five (5) working days before consideration and approval by the - ASW Events President.

ARTICLE VI – ASW Clubs

1. The ASW Clubs Board shall:

- a. be composed of one representative of each established and active club at Westminster College, as defined in ASW Clubs Handbook;
- b. be governed by ASW Clubs Handbook (see the document and ‘further changes’) and shall uphold the principles and guidelines established in the ASW Constitution;
- c. be chaired by the President of ASW Clubs, elected by the student members of ASW, and governed by ASW Clubs Board, elected by members of ASW Clubs from their peers;
- d. accept and rule on club proposals from regularly enrolled students of Westminster College in accordance with the procedures outlined in the ASW Clubs Handbook.

2. The President of ASW Clubs shall:

- a. keep a minimum of 10 hours per week in the ASW Office, including (2) publicly posted hours;
- b. call and chair meetings of ASW Clubs at minimum once monthly;
- c. call and chair meetings of ASW Clubs Board at minimum twice monthly;
- d. Attend Senate and Senate Committee meetings at the request of the Speaker of the Senate;

3. Members of ASW Clubs Board shall:

- a. perform duties as requested by the President of ASW Clubs;
- b. act as an information resource for the student body in the event of an absence of the President of ASW Clubs;



c. provide feedback to the President of ASW Clubs regarding proposed policies, potential events, and other ASW Clubs Business.

ARTICLE VII – BUDGET AND FINANCES

1. The ASW budget shall be governed by the ASW Financial Code under the direct supervision of the ASW Director of Budget and Accounting and is subject to investigation from the ASW Advisor, the Westminster College Accounting Office and any member of the Associated Students of Westminster.

2. ASW club accounts provided individually for all ASW recognized ASW Clubs under the supervision of the respective club and the ASW Director of Budget and Finance.

3. The ASW Events account should be used exclusively for student activities and programming under the supervision of the ASW Events President and the ASW Director of Budget and Finance.

ARTICLE VIII – MEETINGS AND PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern ASW- in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order ASW may adopt.

ARTICLE IX – AWARDS AND RECOGNITION

1. ASW Awards shall be given out annually at an end of the year function in recognition of outstanding individuals and organizations affiliated with the Associated Students of Westminster.

2. Honorary Awards shall:

a. be presented to individuals nominated by the ASW Executive Cabinet or Chief Justice and ratified by the ASW Senate at the end of the general session;

b. be submitted to the Dean of Students for certificates which are to be presented by the ASW



President;

c. not be awarded to candidates who have won the same award within the last six (6) years;

d. include the following awards:

i. the ASW Lifetime Award;

ii. the ASW Student Advocate Award; and,

iii. the ASW Honorary Membership Award

3. The ASW Lifetime Award shall be presented to a former member of ASW who, during their time in ASW or at Westminster in general; dedicated time, energy and services to ASW, one of its clubs and/or initiatives, or to students in general.

4. The ASW Student Advocate Award shall be presented to a member of the Westminster Community (Board, Faculty, Staff, Administration, Alumni, etc.) who epitomizes the title of the award through his/her support of ASW activities, initiatives and/or student legislation.

5. The ASW Honorary Membership Award shall be presented to a member of the Westminster Community (Board, Faculty, Staff, Administration, Alumni, etc.) who is not a member of ASW, but has demonstrated through their actions, a commitment to helping students in one area or another at the college.

6. ASW Clubs Awards shall:

a. be presented to individuals, ASW Clubs nominated by the ASW Director of Clubs and Organizations and ratified by the ASW Senate at the end of the general session,

b. be submitted to the Dean of Students for certificates which are to be presented by the ASW Clubs President,

c. include the following awards:

i. Club/Organization of the Year; and,

ii. Advisor of the Year.



7. The ASW Club/Organization of the Year shall be presented to an ASW recognized club/organization that has gone above and beyond its regular duties with unwavering dedication to its members, the school and the Westminster Community by taking it upon themselves to add to the quality of student life on campus.

8. The Advisor of the Year shall be presented to the advisor of an ASW recognized club that has dedicated his/her time to assist in the success of his/her respective club with their activism, awareness and involvement with the club/organization.

9. The ASW Presidential Award shall:

- a. be awarded and presented by the ASW President; and,
- b. be presented to a member of the Westminster ~~College~~-Community who served as a right-hand person, confidant or friend to the ASW President and/or the Executive Cabinet throughout the course of their term in office whose support for ASW and its officers may not have been noticed by others or by students in general.

ARTICLE X – ELECTIONS

1. The ASW Elections shall:

- a. be run according to the official ASW Elections and Transition Handbook and under the supervision of the ASW Elections Chair and the Elections Committee;
- b. in the event that a run-off election is necessary, run-off elections will occur one week after the original election dates.

ARTICLE XI – TRANSITION AND TRAINING

1. Transition of offices shall:

- a. be run in an organized and timely process according to the official ASW Elections and Transition Handbook; and,
- b. be administered under the supervision of the outgoing ASW President.

ARTICLE XII – AMENDMENTS AND RATIFICATION

1. Amendments to these Bylaws and/or any of the ASW governing documents shall be added to the document and organized accordingly with the resolution or bill number and title following the change as a parenthetical citation (Example: See Article II, Section 2, Subsection a. Citations shall not be included in constitutional changes or amendments, only in subsequent ASW guiding documents).
2. Legislation that does not seek to amend these Bylaws shall be organized by the Speaker of the Senate as an ASW statute.
3. Amendments to these Bylaws may be proposed through:
 - a. legislative action; or,
 - b. by petition signed by not less than ten (10) percent of the student members of the ASW.
4. Proposed amendments to these Bylaws will be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the ASW Senate.
5. Neither the ASW nor any body subordinate thereof, may enact any rules, policies or procedures inconsistent with these Bylaws and the Constitution of the Associated Students of Westminster College.
 - a. Upon ratification, by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the ASW Senate, these Bylaws shall supersede and override any other documents heretofore known as Bylaws of the Associated Students of Westminster College.

The Annex of the ASW Bylaws

In this annex you should be able to find links to the resolutions and amendments that changed these Bylaws.

ⁱ<H:\2013-2014\Cheif Justice\Chief Justice\Legislation 2012-2013\Committee Resolution.docx>

ⁱⁱ[H:\2013-2014\Cheif Justice\Chief Justice\Legislation 2005-2006\Elec. Amends. to ASW By-Laws \(final draft\).doc](H:\2013-2014\Cheif Justice\Chief Justice\Legislation 2005-2006\Elec. Amends. to ASW By-Laws (final draft).doc)