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Bylaws

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Article I. ASW SENATE

SECTION 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; and
- f. have the ability to change any and all documentation relating to ASW.

SECTION 2. The Speaker of the ASW Senate

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

SECTION 3. 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. work on at least two (2) ASW Events activities per semester;
- c. table at least once per semester as per the regulations outlined in WS 2018.F04 SENATOR COMMUNICATION WITH CONSTITUENTS; and
- d. attend all ASW Senate meetings;
 1. upon missing a third (3rd) 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;
 2. 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; and
 3. be dressed appropriately.

SECTION 4. The Parliamentarian shall

- a. ensure that all ASW Senate meetings are conducted in accordance with Robert's Rules of Order;
 1. 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:
 - 1. 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; and
- f. complete other duties as assigned by the Speaker of the Senate.

SECTION 5. 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.

SECTION 6. Length of Term

- a. 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.

SECTION 7. Vacancies

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

Article II. ASW EXECUTIVE

SECTION 1. The President shall:

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

SECTION 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. serve on any committees or boards as deemed necessary;
- d. oversee the logistical concerns regarding the ASW Office(s);
- e. attend all Senate Meetings;
 - 1. in addition to all Senate Committee meetings if requested by the Speaker of the Senate; and
- f. assist the ASW President in all things ASW.

SECTION 3. The Executive Creative Director shall:

- a. serve at least ten (10) hours in the ASW Office weekly, including two (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, public relations, and social media;
- e. attend at least three (3) ASW Senate meetings per semester;
- f. appoint and oversee Creative staff as needed and approved by the ASW Senate; and
- 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.

SECTION 4. The Creative Senior Designer shall:

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

SECTION 5. The Executive Director of Budgeting and Accounting shall:

- a. serve at least ten (10) hours in the ASW Office weekly, including two (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 it as needed upon 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 Executive Director of Budgeting and Accounting as well as advise the budgeting process for the following year as an ex-officio member of the budget committee; and
- 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

SECTION 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; and
- f. serve as the Elections Chair.

SECTION 2. Members of the Judicial Council shall:

- a. be registered for at least:
 1. six (6) undergraduate; or
 2. 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:
 1. serve as the supreme judicial authority within ASW;
 2. review and render judgment on issues, disputes and judicial questions within ASW and all affiliated organizations;
 3. serve as an appeals board;
 4. 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; and
 5. act as the Elections Committee.
- 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.

SECTION 3. Length of Term

- a. The terms of all appointed Judicial Council members shall run concurrent with that of the appointing Chief Justice.

SECTION 4. Removal of Office

- a. 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.

SECTION 5. Vacancies

- a. Nominations for vacant positions shall be open for at least five (5) working days before being appointed.

Article IV. ASW EVENTS

SECTION 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 ASW Events Charter; and
- c. remain consistent with the ASW Constitution and any other guiding documents of ASW Events.

SECTION 2. ASW Events shall be comprised of the following positions:

- a. the President;
- b. the Senior Coordinators;
- c. the Coordinators; and
- d. any additional positions as seen needed by the ASW Events President.

SECTION 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 Team;
- d. sit as a voting member of the ASW Student Board;
- e. sit on other boards and committees as assigned;
- f. enhance the quality of student life through the planning and implementation of student events, activities, and programs;
- g. be responsible for the planning, overseeing, initiating, calendaring, and implementation of all student events, activities, and programs;
- h. improve upon existing programs and initiate new programs to better serve a diverse student body;
- i. chair any and all meetings of ASW Events;
- j. work with the ASW Events Senior Coordinators and Event Coordinators, as well as any other individual, organization, or programs required to ensure success at every event, activity, and program;
- k. meet with the ASW Events advisor once a week;
- l. meet semesterly with catering and campus scheduling;
- m. work with campus individuals to ensure proper advertising and marketing of all ASW Events activities;
- n. select the proceeding year's ASW Events President and oversee the transition process;
- o. select and appoint the Senior Coordinators and Coordinators;
 1. be required to work at least ten (10) hours in the ASW Office each week;

2. two (2) of these hours will be publicly advertised and cannot move throughout the semester;
- p. coordinate and plan “Welcome Week” at the start of each academic year; and
- q. complete other duties as assigned.

SECTION 4. The ASW Events Senior Coordinators shall:

- a. be required to work six (6) hours in the ASW office each week, excluding finals week, May term, and weeks in which school is not in session;
- b. sit as a voting member of the ASW Events 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 studentbody;
- e. work with the ASW Events Coordinators to ensure success at ASW Events’ events, activities, and programs;
- f. work with the ASW Events Street Team to ensure successful setup and takedown of ASW Events programs;
- g. be a part of the annual budgeting process for ASW Events in April by assisting the ASW Events President;
- h. aid in the selection ASW Events Coordinators;
- i. attend all ASW Events Team meetings;
- j. mentor ASW Events Coordinators; and
- k. complete other duties as assigned.

SECTION 5. The ASW Events Coordinators shall:

- a. be required to work four (4) hours inside the ASW Office each week, excluding finals week, May Term, and weeks in which school is not in session;
- b. sit as a voting member of the ASW Events Team;
- c. assist the ASW Events President in planning all events, activities, and programs on campus;
- d. work with various departments on campus to ensure the success of ASW Events.
- e. work with other branches of ASW to create collaboration and aid in goals and priorities;
- f. ensure all paperwork, contracts, forms, and other documentation for events are completed in the proper timeline.;
- g. attend all ASW Events meetings; and
- h. complete other duties as assigned.

SECTION 6. The ASW Events Advisor shall:

- a. sit as a non-voting member of the ASW Events 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 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; and

- e. complete other duties as assigned.

SECTION 7. Length of Term

- a. All terms of all appointed ASW Events positions (President, Senior Coordinators, Coordinators, and Street Team) shall be for one year, beginning in April and ending in the following April. Transitions will begin each February/March.

SECTION 8. Vacancies

- a. 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

SECTION 1. The ASW Clubs Council shall:

- a. be composed of one representative of each established and active club at Westminster, as defined in the 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 Council, elected by members of ASW Clubs from their peers; and
- d. accept and rule on club proposals from regularly enrolled students of Westminster in accordance with the procedures outlined in the ASW Clubs Handbook.

SECTION 2. The President of ASW Clubs shall:

- a. keep a minimum of ten (10) hours per week in the ASW Office, including (2) two publicly posted hours;
- b. call and chair meetings of ASW Clubs at minimum one (1) time monthly;
- c. call and chair meetings of ASW Clubs Council at minimum two (2) times monthly; and
- d. attend Senate and Senate Committee meetings at the request of the Speaker of the Senate.

SECTION 3. Members of ASW Clubs Council 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; and
- c. provide feedback to the President of ASW Clubs regarding proposed policies, potential events, and other ASW Clubs business.

Article VII. BUDGET AND FINANCES

- a. 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.
- b. ASW club accounts provided individually for all ASW recognized ASW Clubs under the supervision of the respective club and the ASW Director of Budgeting and Accounting.
- c. 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 Budgeting and Accounting.

**Article VIII. MEETINGS AND PARLIAMENTARY
AUTHORITY**

- a. 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 RECOGNITIONS

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.

SECTION 1. Honorary Awards shall:

- a. be presented to individuals nominated by the ASW Executive Board 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:
 1. the ASW Lifetime Award, which shall:
 - A. 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.
 2. the ASW Student Advocate Award, which shall:
 - A. be presented to a member of the Westminster community (Board of Trustees, faculty, staff, administration, alumni, etc.) who epitomizes the title of the award through his/her support of ASW activities, initiatives and/or student legislation; and
 3. the ASW Honorary Membership Award, which shall:
 - A. be presented to a member of the Westminster Community (Board of Trustees, 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.

SECTION 2. ASW Clubs Awards shall:

- a. ASW Clubs awards are designed to reward outstanding club and organization actions and leaders. All ASW Clubs awards shall be conferred at the Purple and Gold Gala.
- b. ASW Clubs awards are (as outlined in the ASW Clubs Handbook):
 1. the Outstanding Community Involvement Award;
 2. the Rising Star Award; and
 3. the Outstanding Leader Award.

SECTION 3. 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 Board 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

SECTION 1. The ASW General Elections shall:

- a. be run according to the official ASW Elections and Transitions Handbook and under the supervision of the ASW Chief Justice and the Judicial Council.

SECTION 2. Run-off elections

- a. In the event that a run-off election is necessary, run-off elections will occur one week after the original election dates.

Article XI. TRANSITIONS AND TRAINING**SECTION 1. Transitions of offices shall:**

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

Article XII. AMENDMENTS AND RATIFICATION

- a. 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).
- b. Legislation that does not seek to amend these Bylaws shall be organized by the Speaker of the Senate as an ASW statute.
- c. Amendments to these Bylaws may be proposed through:
 1. legislative action; or
 2. by petition signed by not less than ten (10) percent of the student members of the ASW.
- d. 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.
- e. 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.
- f. 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.

ANNEX

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

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- a. <H:\2013-2014\Cheif Justice\Chief Justice\Legislation 2012-2013\Committee Resolution.docx>
 - b. [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)