



# ASNWC Constitution / By-Laws

Rules pertaining to the smooth operation  
of the Student Senate

## *Preamble*

As the Northwest College Student Senate (ASNWC), we are a diverse group of peers who accept the responsibility to increase the quality of life, success and opportunities for all students. We work as a team of leaders and models who serve and represent the students while seeking to provide a voice for the entire student body and build relationships between all students, faculty, staff and legislators.

## *Article I - Name and Purpose*

**Section A.** The name of this organization shall be the "Associated Students of Northwest College," hereinafter referred to as the ASNWC.

**Section B.** The purpose of the ASNWC shall be to provide and coordinate channels of communication and advancement for the interests and welfare of its members.

**Section C.** All NWC students carrying six or more credits shall become voting members of the ASNWC upon registration. Voting members have the privilege of voting for Student Senate Officers and Representatives in the Primary and General Elections and are invited to attend Student Senate meetings as non-voting participants.

## *Article II - Representation to the Student Senate/Election Process*

**Section A.** Representation of the ASNWC student body shall consist of twelve general representatives and five officers, President, Vice-President, Treasurer, Secretary, and Chair of the

Activities Board, **seventeen** members total. All Student Senate members must be full-time NWC students. The five (5) officers and five (5) General Representatives shall be elected annually after April 1 but not later than April 15. The remaining seven (7) General Representatives shall be elected no later than four weeks after the first day of classes of the fall semester.

**Section B.** Of the seven (7) General Representatives elected in the fall semester, two shall be non-traditional age (over 23 years) students. If no non-traditional students choose to run, their seat will be filled by any other eligible candidate. The additional five (5) General Representative seats must be filled by freshman unless there are fewer than four freshman candidates. If there are fewer than four freshman candidates, then sophomores will be eligible to fill those seats. If any seats filled in the spring elections are vacant at the start of the fall semester they will be filled by candidates (freshman or sophomore) receiving the most votes from the student body at large.

**Section C.** Students wishing to run for Executive Officers or General Representatives are required to complete and submit an application. Time and place that applications will be available must be posted in a public place. If there are more than two candidates for any executive office, primary elections shall be held one week prior to the general election.

**Section D.** A secret printed Australian ballot will be used. This ballot will require a current Northwest College student identification card presented

at a designated voting area. In addition, the ASNWC Student Senate reserves the right to develop an online voting procedure. No proxy permitted.

### Article III - Eligibility

**Section A.** Executive Office: Any full-time Northwest student with the following prerequisites will be eligible to run for an executive office:

1. Has completed the previous semester at Northwest.
2. Has a minimum of a 2.5 cumulative Northwest grade point average.
3. Is a full-time student carrying a minimum of twelve semester hours at the time of election and while serving in executive office.

**Section B.** General Representatives and appointive officers:

1. First semester full-time students with no college GPA are eligible for general representative and appointive offices if they maintained a 2.5 GPA in high school or completed the GED examination with an average score of 50 or higher.
2. Students who have established a college GPA must be enrolled full-time with at least twelve semester hours and have a minimum cumulative 2.5 GPA to be eligible as a candidate for General Representative or appointive offices.

**Section C.** A cumulative grade point average of not less than 2.5 must be maintained by all Student Senate members after election. If a member's grade point average falls below 2.5, the member shall be dismissed from the Senate. If at any time a member is not enrolled in the required twelve semester hours, they will be notified of their disqualification by the Student Senate Secretary through the Vice President for Student Affairs. Vacancies will be filled by the process stated in Article IV.

### Article IV - Membership Vacancies

**Section A.** Should the President of the Student Senate resign, withdraw from Northwest or otherwise become ineligible, according to the prerequisites herein, without remaining time in the year being a factor, then positions shall be filled as follows:

1. Remaining delegates, with the Vice-President receiving preference, shall be eligible for nominations. If all the delegates decline the nomination for the position, positions shall be filled as follows: a. If more than 2 months are remaining in the academic year, a special election of the ASNWC shall be held. b. If 2 months or less are remaining, applications shall be taken from the ASNWC. At a designated meeting, all applicants shall be present to be questioned by the Senate. The remaining Senate members shall then vote via secret ballot.

**Section B.** Should the Vice-President, Secretary, Treasurer, or Activity Chair vacate their positions outlined in Section A or be used to fill other positions, the vacated position shall be filled by presidential appointment from the remaining delegates. If all delegates decline appointment, applications shall be taken from the ASNWC. At a designated meeting all applicants shall be present to be interviewed by the Senate. The remaining Senate shall then vote.

**Section C.** Should one Representative position be vacated, the Senate shall take applications from the ASNWC and then select a replacement as in Section B.

**Section D.** Should two or more Representative positions be vacated at the same time, with more than 2 months remaining in the academic year, the ASNWC President shall call a special election for the positions not more than three weeks from the time the positions were vacated.

### Article V - Terms of Office

**Section A.** The length of service for all elective officers shall be two semesters commencing in the fall. The length of service for all appointive officers shall be one semester with all officers being eligible for reappointment. All elective and appointive officers will not be denied the opportunity to hold Senate Offices in subsequent years. No ASNWC student may hold two ASNWC elective offices simultaneously, nor may a student be a candidate for more than one ASNWC office at the same time.

### Article VI - Meetings

**Section A.** Meetings of the Student Senate shall be held no less than twice monthly.

1. The ASNWC President can call a special meeting of the Student Senate by giving each member twenty-four (24) hours notice.
2. Time and location of regular meetings shall be set annually by the Student Senate and posted for member reference.

**Section B.** All members of the Student Senate are allowed a maximum of two unexcused absences, whereupon a warning will be given by the ASNWC Secretary. A third unexcused absence will warrant dismissal from the Student Senate. An absence is considered excused by letting the Secretary or President know ahead of time that you will not be present.

**Section C.** Two-thirds of the voting members of the Student Senate shall constitute a quorum sufficient to transact business at all regular and special meetings, provided that notice for a special meeting has been given to each voting member by the Secretary twenty-four (24) hours in advance.

### Article VII - Finances

**Section A.** Activities of the ASNWC shall be financed by an individual student fee.

**Section B.** The Student Senate shall establish and maintain a distribution formula for an equitable base-line allocation of Student Senate funds to clubs, organizations, and individuals. An itemized request for budget appropriations shall be presented to the Student Senate for approval by the requesting organizations. Funds are offered in grants. Requests shall follow the formula and guidelines set up by the Student Senate, and shall be presented on the official request form.

**Section C.** The Student Senate reserves the right to withhold funding on any and all finances deemed inappropriate. The Senate also requires each club/organization receiving funds to complete a community service project each semester that funds are awarded and then report back to the Senate about the project.

**Section D.** All ASNWC clubs and organizations receiving funds from the Student Senate must deposit all funds with the NWC Business Office. They must also agree to abide by ASNWC expenditure policies.

**Section E.** Funds provided to clubs who are inactive for a period of two years shall be returned to the Student Senate.

### Article VIII - Operational Policies and Procedures

**Section A.** Initiative, Referendum, and Recall. Any rule regulation or constitutional amendment may be initiated by the ASNWC on filing with the Secretary of ASNWC a petition signed by 25% of the members of the ASNWC and they may then call for a new elec-

tion. Upon the filing of such a petition, the election committee shall canvass the names appended and, if they are found to be correct, shall order an election for not less than one (1) week not more than three (3) weeks after the first regular meeting following the filing of the petition.

**Section B.** Parliamentary Authority. Procedure will be set at Senate meetings by the members of the Senate. The Revised Robert's Rules of Order shall be final authority in a case of parliamentary dispute.

### *Article IX - Advisors*

The Primary Advisor to the Student Senate shall be the Vice President for Student Affairs. The Vice President for Student Affairs shall appoint one Northwest College personnel as the second advisor. As necessary, the Student Senate may elect an additional advisor by a two-thirds vote.

1. NWC personnel appointed as advisors shall be employed at the faculty level or higher. Elected advisors may be an NWC employee.
2. At the conclusion of each academic year each advisor will be evaluated. With the exception of the Primary Advisory, advisors will be reconsidered/reappointed at the conclusion of each academic year.
3. Advisors shall have speaking privileges.

### *Article X - Standing Committees*

Standing Committees which facilitate input, improvement, and overview of various campus activities and issues shall be established within six (6) weeks of fall semester registration.

### *Article XI - Code of Ethics and Removal from Office*

**Section A.** Elected and/or appointed

representatives of the ASNWC hold their respective office in order to promote the interests and well being of the ASNWC. In doing so they shall be expected to maintain a level of professionalism and integrity that are to be expected of a leader.

**Section B.** If at any time a senator exhibits behavior that is contrary to the spirit of the Code of Ethics. The Student Senate shall have sole authority to conduct impeachment proceedings of its members and decide whether or not the actions are detrimental to the Association. These behaviors shall include, but are not limited to, breaking ASNWC law, conviction of a criminal offense which the Senate deems detrimental to the Association, academic dishonesty, violation of Northwest College policy, embezzlement of ASNWC funds or conduct involving dishonesty, fraud, or deceit. The Senate may determine the rules of its proceedings, punish its members for misconduct, and with the concurrence of two-thirds (2/3) of its members, impeach a member of the Senate. Impeachment proceedings may be initiated by a majority vote of the Student Senate or upon receipt of a petition signed by twenty-five percent (25%) of the members of the ASNWC.

**Section C.** After a sufficient case has been determined, the Senate shall set a time for a closed meeting. If the President is to be tried, the Vice-President shall preside, if both are to be tried the Activities Board Chair shall preside. Judgment in cases of impeachment shall not extend further than the removal from office, removal of voting privileges and disqualification to hold any office in Senate while the student is a member of the ASNWC.

## Article XII - Constitution Adoption and Amendments

**Section A.** This constitution shall be effective upon the ratification by a voting majority of the members of the Associated Students of Northwest College; upon its adoption, all previous constitutions for this institution are revoked and annulled.

**Section B.** Amendments can be initiated by a majority vote of the Student Senate or by the ASNWC through filing with a Secretary a petition signed by 25% of the members. Notice of amendments must be made to the ASNWC at least two weeks before voting. Amendments are accepted by a voting majority of the members of the ASNWC.

### Student Senate By-Laws

1. Duties and Powers of the Student Senate
  - a. To recommend administrative action on policies concerning the general welfare of the ASNWC.
  - b. To distribute funds to the Student Activities Board and to student clubs, organizations, and individuals approved by the Student Senate.
  - c. To appoint or recommend appointment of members to the standing college committees.
  - d. To give official recognition to any student organized club without restricted memberships and to approve their constitutions.
  - e. To provide for an annual constitution review.
  - f. To exercise sanctions and economic sanctions against campus affiliated organizations.
  - g. To legislate on all matters of concern to the ASNWC.
  - h. To enact any measure for the good of the student body.
  - i. To request a review by the President of Northwest prior to enactment of all matters involving school policy or administrative regulations.
  - j. To maintain and manage the student hangout (The Oasis) by developing regular hours of operation and scheduling volunteers, employees or senators to work during those hours. The Senate shall also approve the scheduling of events in the student hangout.
2. Duties and Powers of Officers
  - A. President
    1. Preside at the meetings of the Student Senate with speaking privileges, but shall only vote in the event of a tie.
    2. To make recommendations to the Senate regarding the ASNWC budget in cooperation with the Treasurer
    3. To keep and maintain an office of the ASNWC to a reasonable degree which will be determined by the Senate.
    4. To preside over Executive Officer Committee meetings.
    5. To regularly attend the Board of Trustees meetings.
    6. To serve on the Student Appeals Board or appoint a designee.
  - B. Vice President
    1. To transact the duties of the President should the President be absent.
    2. Exercise the right to vote except when serving as President.
    3. To serve as chair of the elections committee or has the power to appoint a chair, with Senate approval.
    4. To succeed to the office of President should the latter become ineligible or unable to hold office.
    5. To keep the Senate informed of the progress of all committees within the Student Senate involved with external activities.
    6. To serve on the Student Appeals Board.
  - C. Secretary – voting member
    1. To keep and maintain in narra-

- tive form an accurate record of all Student Senate meetings.
2. To compile and maintain an accurate record of all legislation and/or resolutions passed by the Student Senate.
  3. To prepare all correspondence for the ASNWC and the Student Senate.
  4. To maintain a file of additional copies of minutes for future references.
  5. To post the Senate minutes in a public place following each meeting.
- D. Treasurer – voting member
1. To chair the budget committee which will present a budget of fixed and projected expenses to the Senate no later than the third meeting of the semester.
  2. To keep a record of all receipts, appropriations, and expenditures of the ASNWC and Student Senate.
  3. To submit a written financial report at each regular Senate meeting.
  4. Complete required paperwork, according to the Business Office, for all expenditures.
- E. Chairman of Student Activities Board – voting member
1. To serve as Chairman of Student Activities Board.
  2. To keep the Senate informed of all the activities planned through the Student Activities Board.
  3. To maintain an updated list of all active clubs and their advisors and officers, and to have a copy of each constitution on file.
  4. For students to be eligible to run for the position of Activities Board Chair, they must have been an active member of the Activities Board for at least one (1) full semester. If a candidate does not meet these requirements, then they can file for candidacy by completing the following:
    - a. Completing an interview with the current Activities Board Chair and the Student Senate President or designee.
    - b. Upon completion of this interview, the Activities Board Chair and Senate President recommend this student for candidacy to the Senate and the Director of the Student Activities, whereupon their candidacy will be recognized and their name placed on the ballot.
- F. General Representatives – voting members
1. To represent the interests of the ASNWC.
  2. To be familiar with the ASNWC constitution.
  3. To represent the Senate on standing committees of the Senate and NWC Faculty/Staff committees.
3. Standing Committees
- A. The Executive Committee shall consist of the Five Executive Officers: President, Vice President, Secretary, Treasurer, and Activities Board Chairman. The President shall be the presiding officer.
  - B. The Election Committee shall consist of five Student Senate members with the Vice President acting as the chairman.
  - C. The Budget Committee shall consist of five Student Senate members with the Treasurer acting as the chairman.
  - D. The Legislation Committee shall consist of five Student Senate members with any Senator among them eligible to serve as chair. The duties of the Legislation Committee shall consist of;
    - a. Keep track of current and proposed legislation that may have an effect on student life at the federal, state, and local levels.
    - b. Confer with the college

and the students as to the legislative goals and needs of the college and the legislative goals and needs of the students.

- c. Maintain active participation with any and all legislative organizations that the Senate body decides to join and maintain continuing membership with.
  - d. Keep well informed as to when and where upcoming legislation sessions are occurring and how plausible/feasible attendance to each would be.
4. Election Rules
- A. Campaign posters may be placed on bulletin boards throughout the campus. Material may not be placed in the library nor on the outside or inside of any doors and windows of any campus buildings. Chalk on the sidewalk is permitted with the exclusion of steps. No writing on buildings. Placing stakes in the ground is not permissible either.
  - B. Obscene, slanderous, libelous and highly suggestive campaign materials and behaviors are unacceptable. Candidates and their supporters will neither deface nor remove posters of other candidates.
  - C. There is no limit on number of posters or literature a candidate may utilize, however, expenditures cannot exceed \$50 per candidate. This includes donations from others as well as personal funds used. Candidates must keep a log of expenses and donations. Receipts must be kept and donor signatures obtained. The completed campaign expenditures form must be turned in to the Student Senate Office by noon on the day following General Elections.
  - D. Campaigning is not allowed within immediate view of the voting table on election days. Materials will be removed from the voting area.
  - E. Senate members not running for re-election will operate election polls and tabulation. Candidates may have one non-campaigning representative at the polling booth and one at the ballot counting which follows the election.
  - F. Following the election, all campaign material must be removed and disposed of within 48 hours. Candidates must contact the Physical Plant to receive supplies for clean up. This is the responsibility of each candidate. If not completed, elected candidates may lose their eligibility. Those not elected may be charged a cleaning fee.
  - G. Complaints of rule violations must be in written form and submitted to the Student Senate Office in the The Oasis (downstairs of the Student Center) for review by the ASNWC Election Committee, which will determine if indeed there has been a violation and the consequences of those involved. Consequences may include ineligibility and removal from ballot.
  - H. Candidates must read the Campaign rules and sign their name, agreeing to comply with the rules in order to be eligible to run for office.
5. By-Law Amendments
- A. Any member of the ASNWC can initiate amendments by presenting to the Student Senate, in printed form, a copy of the proposed amendments for each voting member, at least one week prior to voting.
  - B. These by-laws may be amended at any regular meeting of the Student Senate, provided members received a copy two weeks in advance, with a vote of at least two-thirds of the members.