

Northwest University

Student Government Constitution

Article I: Name

The name of the organization over which this Constitution has governance shall be the Associated Student Body of Northwest University.

Article II: Membership

Those students currently enrolled in the traditional undergraduate programs of Northwest University, having paid their student services fee, shall comprise the membership of this organization.

Article III: Government

Section 1: Purpose

We, the Associated Student Body, recognize the need for a student governing body for the following purposes: to communicate between the Administration and the Student Body, to represent the needs of students and to facilitate the affairs of the Student Body. The Associated Student Body establishes this constitution by the authority vested in us by the Northwest University Board of Directors and the Office of the President with the purpose of promoting an environment that cultivates personal and interpersonal growth with a Christ-centered perspective, strengthening community life, and providing an avenue for student voice in university shared governance.

Section 2: Authority

- A. The Northwest University Student Government (NUSG) shall be governed by the rules established in this Constitution and the subsequent By-Laws.
- B. NUSG acts with the authority vested in them by the Northwest University Board of Directors and the Office of the President.
- C. NUSG procedures shall follow guidelines provided by the most current edition of Robert's Rules of Order.

Section 3: Organization

The governing body of the Associated Student Body of Northwest University shall be known as Northwest University Student Government (NUSG), shall consist of members of the Associated Student Body, shall contain both voting and non-voting members and shall be organized as follows:

A. Executive Officers

1. NUSG Executive Officers are elected in the spring semester. The term of office shall begin the first day following Commencement and shall conclude on the last day of the following spring semester. The Executive Officers oversee and facilitate the affairs of the Associated Student Body and shall consist of:
 - a. Student Body President
 - b. Vice President
 - c. Treasurer
2. The duties, responsibilities and qualifications of each Executive Officer shall be carried out in accordance with their respective job descriptions as stated in Section II of the By-Laws.

B. Senators

1. NUSG Senators are elected in the fall semester by their respective constituencies. The term of office shall begin the day following elections and shall conclude on the last day of the spring semester. Senators are the voting members of Senate who seek to promote positive change on campus by advocating student needs, influencing policy, and promoting healthy community through representation of their respective constituencies and shall consist of:
 - a. Class Senators
 - b. Beatty Community Senator(s)
 - c. Gray Community Senator(s)
 - d. Perks Community Senator(s)
 - e. Guy Community Senator(s)
 - f. Crowder Community Senator(s)
 - g. Apartment Community Senator(s)
 - h. FIRS (Families in Residence) Community Senator(s)
 - i. Commuter (Off-Campus) Community Senator(s)
2. The number of Community Senators shall be elected according to housing distribution in order to bring balanced representation among students as stated in Article I, Section 3 of the By-Laws. The duties, responsibilities and qualifications of the Senators shall be carried out in accordance with their respective job descriptions as stated in Article III of the By-Laws.

C. Resignation, Vacancy, Recall and Removal

1. *Resignation*

Any elected NUSG member may resign from their position by addressing the appropriate office(s) with a letter of resignation that shall contain the reason for the leaving and the date of resignation:

 - a. NUSG Executive Officers may resign by addressing the Student Body President
 - b. The Student Body President may resign by addressing the Executive Officers
 - c. Senators may resign by addressing the Vice President.
2. *Vacancy*

Should a vacancy occur in any office of NUSG, the position shall be filled in the following manner:

- i. NUSG shall communicate the availability of the position to all Associated Student Body members.
- ii. Students interested in running for the position shall apply.
- iii. Qualified candidates who have gone through the application process and are approved by the Election Task Force shall be interviewed by the Senate.
- iv. A secret ballot shall be cast by the Senate and the candidate receiving the most votes is then elected as a new NUSG member.
- v. If no candidate receives a simple majority, no one runs for the position, or no qualified candidate applies, Senate has the prerogative to select a suitable officer with a two-thirds vote.
- vi. If the Student Body President position becomes vacant, only an Executive Officer shall fill the position by nomination from a Senate member and a two-thirds vote of the Senate.

3. *Recall*

Any NUSG member may be recalled and replaced with a newly elected member in accordance with the following procedures:

- a. A petition including the name of the NUSG member in question and the reason for recall which contains the signatures of:
 - i. One-fourth of the Associated Student Body shall be presented to the Student Body President if recalling an Executive Officer,
 - ii. Or half of the respective constituency of the Senator in question shall be presented to the Student Body President,
 - iii. Half of the Associated Student Body, if recalling the President, shall be presented to the other NUSG Executive Officers.
- b. A secret vote shall be held by the Senate in which a two-thirds majority vote is required to remove the NUSG member from office. Should a two-thirds majority not be reached, no recall occurs and no new candidate assumes office.
- c. Should an NUSG member be removed, a replacement shall be made according to Article III, Section 3, A, 3, b.

4. *Removal*

In the instance that a voting member fails to comply with the duties and responsibilities stated in the Constitution and By-Laws, removal from office shall be voted upon by a secret vote of Senate. If any NUSG member fails to uphold the standards of being a Northwest University Student Leader as stated in the Student Leadership Manual while in office, the NUSG member will automatically forfeit their position.

D. Other Members

1. Any member of the Associated Student Body of Northwest University, not listed in Article III, Section 3, A, 1-2, may also attend Senate meetings. Non-voting members are allowed input into Senate meetings at appropriate times as provided by the agenda and/or at the discretion of the Vice President
2. A Senator shall be appointed by the Vice President to serve as Senate Parliamentarian.
3. A Senator shall be appointed by the Vice President to serve as Senate Secretary.
4. The Vice President shall have the authority to appoint other non-voting members of Senate to committees or other administrative support positions according to his/her discretion.

E. Committees

Committees may be formed at any time to carry out the functions of Senate. The Committee Chair shall be a voting member of Senate and appointed by the Vice President. Committees shall be governed by the By-Laws.

1. Standing Committees

The members on each standing committee shall be appointed by the Vice President and shall include voting members of Senate only.

a. Constitutional Committee

- i. The Constitutional Committee shall review the Constitution and By-Laws on an annual basis and propose revisions as necessary.

b. Financial Committee

- i. The Financial Committee shall communicate the status of the NUSG budget to the Associated Student Body.

c. Marketing Committee

- i. The Marketing Committee shall collect student input and promote involvement in issues and actions of Senate.

d. Student Clubs and Organizations Committee

- i. The Student Clubs and Organizations Committee shall review club and organization charters, oversees funding requests and administrative requirements, and propose recommendations to the Senate for action. The committee provides accountability for NUSG sponsored clubs and organizations.

2. Special Committees

Special Committees are not required by the Constitution but may be established should Senate deem them necessary.

- a. Special Committees shall be chaired by a voting member of Senate as appointed by the Vice President.

- b. Any member of the Associated Student Body may be appointed by the Special Committee Chair with Vice President approval to serve on a Special Committee.

- c. A report to the Senate shall be made by the Special Committee Chair regarding the progress of the committee.

- d. The Special Committee may make recommendations to Senate in accordance with their findings, at which point the Senate may choose to vote upon such issues as it sees fit.
- e. Special Committees are specific in focus and may only offer suggestions in accordance with their created purpose.

F. Advisory

The Student Development Office of Northwest University shall provide an advisor to NUSG.

1. The NUSG Advisor shall attend meetings of Senate as a non-voting member.
2. All actions and activities of NUSG are to be regularly communicated to the Student Development Office through the NUSG Advisor.

Section 4: Meetings

A. Executive Officer Meetings

1. NUSG Executive Officer meetings shall be held once a week during the academic school year for the purpose of organizational collaboration.
2. The Student Body President shall serve as the chair.

B. Senate Meetings

1. Senate shall be composed of Senators and select Executive Officers as defined by their respective job descriptions in Article II of the By-Laws.
2. Senate meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order.
3. The Vice President shall serve as the Chair.
4. In case of absence, the Vice President Chair shall appoint a temporary Chair from among the Senators.
5. Senate meetings shall occur with regularity, but no less than twice per month during the academic year.
6. Emergency meetings may be called at any time with two days' notice by the Vice President.
7. Attendance of Senate meetings is required for all voting members.
 - a. Should a voting member accumulate more than two absences, he or she shall be subject to recall proceedings and/or a removal-from-office vote.
 - b. Additional absences may be obtained by receiving permission from the Vice President.
 - c. Should a voting member accumulate more than five late arrivals and/or early departures from meetings, he or she is subject to recall proceedings and/or a removal-from-office vote.

C. Voting of Senate

1. The voting members of Senate, as defined by Article III, Section 3, A, 2 of the Constitution in addition to select Executive Officers as defined by their respective job descriptions in Article II of the By-Laws, shall have one vote each.
2. A quorum consisting of greater than fifty percent of the eligible voting members of Senate is required in order to conduct business.
3. A simple majority of votes is required at Senate meetings to pass a motion unless otherwise stated in Robert's Rules of Order.

Article IV: Finances

The Student Government budget is funded by the student services fee that is collected each semester. A budget proposal is made by the Executive Officers and initiated by the Treasurer. The funds shall be allocated among the NUSG budget accounts. The budget shall be ratified by the Senate. The budget is executed by the Executive Officers and the NUSG Advisor.

Article V: Initiative and Re-examination

Section 1: Initiative

Any member of the Associated Student Body of Northwest University may initiate and present proposals before the Senate in accordance with the Proposal Process set forth in Article IV of the By-Laws.

Section 2: Re-examination

Proposals passed by Senate are subject to re-examination if the Associated Student Body so desires, providing the following requirements are fulfilled:

- A. A petition containing the signatures of one-fourth of the Associated Student Body is presented to the Student Body President.
- B. A vote is held:
 1. One-fourth of the Associated Student Body must vote.
 2. A two-thirds majority is required for Senate to re-examine the previous proposal.

Upon approval from the Associated Student Body, the issue shall once again go before the Senate.

Article VI: Review & Revision

Section 1: Constitutional Review

The Constitution and By-Laws shall be reviewed annually by the Constitutional Committee. The committee shall report to Senate no later than the end of January.

Section 2: Amending the Constitution

- A. Only a voting member of Senate may propose an amendment to the Constitution.

- B. Proposed amendments to the Constitution require a two-thirds vote of Senate.
- C. Upon approval from the Senate, the proposed amendment be forwarded to the Student Body President and shall undergo one of two possible courses of action:
 - 1. The Student Body President will officially endorse the amendment and it will immediately be forwarded on to the Associated Student Body for final approval as stated in Article VI, Section 2, D-G.
 - 2. Or, the Student Body President will officially veto the amendment and return it to the Senate.
 - a. Should the Student Body President veto the amendment, the Senate has the prerogative to reexamine the amendment in the next regularly scheduled Senate meeting.
 - b. Should a vetoed amendment receive a 2/3 majority vote by Senate, then the veto shall be overturned and the amendment will immediately be forwarded on to the Associated Student Body for final approval as stated in Article VI, Section 2, D-G.
 - c. Should a vetoed amendment receive less than a 2/3 majority vote by Senate, then the veto shall stand and the amendment will not be adopted and will not be forwarded on to the Associated Student Body.
- D. Proposed Amendments that are signed and forwarded by the Student Body President or adopted by a 2/3 majority vote in Senate following a veto shall be made available to the Associated Student Body for a period of seven days, after which an official vote shall be cast.
- E. A quorum of one-fourth of the entire membership of the Associated Student Body of Northwest University must vote in order for the amendment to be ratified.
- F. A two-thirds majority of the votes cast by the Associated Student Body is required to amend the Constitution.
- G. Upon approval by the Associated Student Body, the Amendment shall immediately be incorporated into the Constitution unless otherwise stated in the amendment.

Northwest University Student Government By-Laws

Article I: Elections

Section 1: Election Task Force

The Election Task Force (ETF) is responsible for completely carrying out the election procedures for the Executive Officer and Senator positions.

- A. The members of the ETF include each Executive Officer in addition to the NUSG Advisor and other Student Development staff as deemed beneficial by the Dean of Student Development.
- B. Membership Restrictions: If an ETF member chooses to run for an elected NUSG position, he/she shall be disqualified from the ETF for that election.
- C. Responsibilities of the ETF:
 1. Be oriented and familiar with election policies and procedures.
 2. Establish a schedule for both Executive Officer and Senator Elections.
 3. Create the election timeline.
 4. Screen all candidates in an unbiased fashion in relation to qualification requirements of each position.
 5. Approve a maximum of five candidates for each position.
 6. Notify approved candidates and hold a mandatory meeting to inform them of election and campaign guidelines.
 7. Update guidelines and applications when necessary.
 8. Enforce campaign guidelines during the election and disqualify candidates who fail to follow guidelines.
 9. Promote election interest and awareness on and before Election Day.
 10. Create online election pages with the candidates' pictures and short platforms.
 11. Be the final body of appeal for any irregularity in the conduct of the election.

Section 2: Election Process

Elections shall take place for all Executive Officer and Senator Positions. Executive Officer Elections shall occur in the spring semester prior to the term those Officers shall serve, and Senator Elections shall occur in the fall semester of the term those Senators shall serve. Election procedures for each of these elections are as follows:

- A. Application Process:
 1. Candidates shall submit an application before the deadline set by the ETF in order to run for office.
 2. As part of the application, candidates must collect the signatures of at least three of their constituents in order to be considered for the position.
 3. Candidates who qualify for more than one position shall only apply for one position.

- B. ETF Review and Approval of Candidates:
 - 1. Applications shall be reviewed by the ETF.
 - 2. All candidates shall gain approval from the ETF before running for office.
 - 3. The ETF shall approve no more than five candidates to run for each position.
 - 4. All approved candidates shall attend a mandatory meeting scheduled by the ETF.
- C. Campaigning:
 - 1. Approved candidates shall receive campaigning guidelines for the specific election that they are campaigning in before the campaigning period.
 - 2. Failure to uphold these guidelines shall result in disqualification from the campaign.
- D. Speeches:
 - 1. Election Speeches shall only take place in Executive Officer elections. No speeches shall occur for Senator Elections.
 - a. Election speeches for Executive Officer positions shall be held in chapel. Current Executive Officers shall present the candidates and the responsibilities of each position.
 - 1. Should a current Executive Officer be running for a future term, then a different Executive Officer shall present the candidates and the responsibilities of each position.
 - b. All Presidential candidates shall receive three minutes to give a speech for their position. All other candidates shall receive two minutes.
- E. Voting:
 - 1. Immediately following the presentation of the candidates, the first electoral ballot shall be made available to the student body. This ballot shall contain the total list of candidates for each office as prepared by the ETF. Voting shall be held on-line to ensure the trustworthiness of ballot count.
 - 2. If two or fewer candidates run for a position, the candidate receiving the simple majority shall be elected.
 - 3. If more than two candidates run for a position, candidates receiving a two-thirds majority vote shall be elected.
 - a. If a two-thirds majority vote for any candidate does not occur, the two candidates receiving the most votes shall be presented on a second electoral ballot within two school days. The final candidate receiving a simple majority shall be elected.
 - 1. In the case of a tie in the second election for Senate candidates exclusively, both candidates are to attend a given senate meeting (as determined by the Vice President) prepared with a 2-3 minute speech presenting their case to be elected. Following the speeches, candidates will be excused from the meeting, deliberation will occur amongst the senators, and an anonymous vote will be taken (in which the Vice President shall only vote for the purpose of breaking a tie).

4. The student body shall be notified of election results.
- F. Vacancies:
If no one runs for the position or no qualified candidate has applied, vacancies shall be filled according to Article III, Section 3, A, 3, b of the Constitution.

Section 3: Distribution of Community Senators

Fourteen Community Senators shall be elected according to housing distribution in order to bring balanced representation among students.

Article II: Executive Officer Duties

Section 1: Qualifications of NUSG Executive Officers

In order to be elected to a voting position on Student Government, Executive Officer candidates shall fulfill the following requirements:

- A. Have a minimum cumulative grade point average of 2.75 or higher on a four point scale and maintain this level for the duration of service.
- B. Take at least twelve credits per semester during the term of service. Fewer than twelve credits are permitted if the following two conditions are met:
 1. The officer is a second semester senior, scheduled to walk in May Commencement.
 2. Special permission is granted by the NUSG Advisor.
- C. Have an exemplary citizenship record at Northwest University without any chapel failures the previous two semesters before taking office and maintain an acceptable financial record.
- D. Attain sophomore status prior to running and complete at least 28 Northwest University academic credits prior to entering office.
- E. Receive approval from the NUSG Advisor for all other employment and commitments.
- F. Return to campus two weeks prior to the first day of classes for leadership training and Fall semester preparation.
- G. Submit all applications required by the Student Development Office and the ETF.

Section 2: NUSG Executive Officer Descriptions and Responsibilities

As a student leadership team, all NUSG Executive Officers have the responsibility to serve as a role model through personal active participation in all spiritual and social activities on campus; they shall seek to promote and encourage spiritual priorities and attitudes in all campus life. Each Executive Officer shall attend all student leadership seminars, maintain consistent office hours each week (with the exception of finals week), attend weekly Executive Officer meetings, and train the officer-elect for his/her respective position near the end of his/her term in office.

A. Student Body President

The Student Body President of Northwest University is elected by the student body to represent the concerns of the general student body to the Administration. As mediator

between the two, it is the duty of the Student Body President to accurately and efficiently communicate between them. The Student Body President serves under the direct supervision and guidance of the NUSG Advisor. All Executive Officers report directly to this office.

1. Enforce the Constitution and By-Laws.
2. Preside over weekly meeting of the NUSG Executive Officers as Chair.
3. The Student Body President maintains veto power over all Senate proposals.
4. Maintain 7 office hours per week in the NUSG office.
5. Be committed to no more than a combined 15 hours per week of other employment and commitments beyond academic and NUSG commitments.
6. Officially represent student interests to the administration, faculty and staff.
7. Serve as an ex-officio member of all Student Body committees.
8. Serve as a member of other committees as appointed by the Northwest University administrative team.
9. As requested, appoint one other student representative to serve on the Academic Affairs Committee.
10. Meet with NUSG Advisor to determine and evaluate progress, agendas, and plans for NUSG.
11. Maintain contact with the Treasurer regarding the Student Body budget.
12. Approve all budget expenditures in cooperation with the Treasurer and NUSG Advisor.
13. Provide leadership in planning up to two NUSG chapels per school year.
14. Serve as chair of the Election Task Force.
15. Perform other duties as directed by the NUSG Advisor.
16. Conduct all other business of the Associated Student Body as may be required by the office.

B. Vice President

The Vice President serves as presiding officer over the Senate, and will ensure the execution of motions and legislation passed by the Senate.

1. Preside over bi-monthly meetings (two sessions per month) of the Senate.
2. Notify each Senator of regular and specially called Senate meetings.
3. Appoint Senate committee chairs.
4. Place items on the Senate agenda to ensure that campus governance issues are discussed in a timely manner to permit effective planning and leadership.
5. Approve all applications for new student organizations along with the NUSG Advisor.
6. Maintain 5 office hours per week in the NUSG office.
7. Be committed to no more than a combined 15 hours per week of other employment and commitments beyond academic and NUSG commitments.
8. Work with Treasurer to maintain the Senate budget.
9. Collaborate with the Student Body President on matters of student concern.
10. Attend all weekly meetings of the NUSG Executive Officers.
11. Post Senate minutes on the NUSG website.

12. Ensure the execution of motions passed by the Senate, and relay all motions and recommendations to the proper associations, committees, and offices.
13. Carry out all other duties as assigned by the Student Body President.

C. Treasurer

The Treasurer is elected by the student body to manage the student body funds and resources.

1. Maintain proper records of the student body funds.
2. Receive records and deposit all NUSG funds with the University cashier.
3. Plan and prepare the budget in consultation with the Student Body President, NUSG Advisor, and University Accounting staff.
4. Advise the Student Body President of budget dates for fiscal planning.
5. Cooperate and consult with the Vice President to maintain budgets.
6. Present an itemized report of all Student Government expenses and funds received at the end of each semester. This report, when approved by Senate, will be posted on the NUSG website.
7. Meet monthly with the University Assistant Comptroller to update financial information.
8. Give monthly budget report to the Senate.
9. Attend all weekly meetings of the NUSG Executive Officers.
10. Maintain 5 office hours per week in the NUSG office.
11. Be committed to no more than a combined 15 hours per week of other employment and commitments beyond academic and NUSG commitments.
12. Issue and sign all budget expenditures in cooperation with the Accounting Office for the individual accounts of NUSG along with the NUSG Advisor.
13. Carry out all other duties as assigned by the Student Body President.

Article III: Senator Duties

Section 1: Qualifications for NUSG Senators

In order to be elected to a voting position on Senate, candidates shall fulfill the following requirements:

- A. Have a minimum cumulative grade point average of 2.75 or higher on a four point scale and maintain this level for the duration of service.
 1. Freshmen candidates shall have a minimum high school grade point average of 2.75 or higher on a four point scale.
 2. Candidates with no college credit, who have been out of high school for more than one year, shall be approved by the Student Development Office in conjunction with ETF.
- B. Take at least twelve credits per semester during the term of service.
- C. Have an exemplary citizenship record at Northwest University without any chapel failures the previous two semesters before taking office and have an acceptable financial record.

- D. Submit all applications required by the Student Development Office and the ETF.

Section 2: NUSG Senator Responsibilities

Senators represent the needs and concerns of the student body within their respective constituencies to the Senate.

- A. Represent the student body within their respective constituencies:
 - 1. Attend all Senate meetings as called by the Senate Chair.
 - 2. Regularly check student suggestion box on NUSG website.
 - 3. Keep a positive working relationship with other Senators.
- B. Be an active Senate member by:
 - 1. Being actively involved in at least one Senate committee.
 - 2. Reading the minutes and agenda and be prepared to discuss and vote on pertinent issues.
 - 3. Presenting at least one proposal during their term in office.
 - 4. Bringing at least one visitor to Senate per year.
- C. Represent the interests of Northwest University at all times with responsibility, respect and pride.
- D. Speak to fellow students and bring forth concerns, ideas and possible solutions to make Northwest University the best possible educational institution.

Article IV: Proposal Process

Section 1: Proposal Submission Process

Through the process of a proposal students are able to advocate change. Sections 1 and 2 of these By-Laws outline the process that a proposal must go through in order to advance toward implementation.

- A. The Proposal Advisory Committee (PAC), made up of the Standing Committee Chairs, shall hold public meetings at least once each month. PAC is a place for students to voice their concerns. The Standing Committee Chairs help channel the ideas into formal proposals.
 - 1. Students may bring ideas/concerns to this meeting so that PAC can help turn their ideas into proposals.
 - 2. Proposals shall be submitted to the appropriate Committee Chair.
 - 3. The Committee Chair shall submit the proposal to the committee.
- B. Committees shall meet at least once each month to research and refine proposals.
- C. The Committee Chair shall forward the proposal to the Senate Chair no later than 10 days prior to regularly scheduled Senate meetings.
- D. The Senate agenda shall include proposals that have been reviewed and forwarded by committees as well as other miscellaneous topics. The agenda shall be made available to the Senate members no later than 7 days prior to regularly scheduled Senate meetings.
 - 1. The Senate Chair consults with the NUSG Advisor and then makes the agenda available to the Associated Student Body.
- E. Senate shall meet bi-monthly during the academic school year.

- F. Either the Senator(s) sponsoring the proposal or the student(s) who authored the proposal may present it to the Senate.

Section 2: Proposal Approval Process

A. Presidential Approval

1. Proposals that receive a simple majority vote in Senate shall be forwarded to the Student Body President and shall undergo one of two possible courses of action:
 - a. The Student Body President will officially endorse the proposal and forward it on to Dean of Student Development.
 - b. Or, the Student Body President will officially veto the proposal and return it to the Senate.
 - i. Should the Student Body President veto the proposal, the Senate has the prerogative to reexamine the proposal in the next regularly scheduled Senate meeting.
 - ii. Should a vetoed proposal receive a 2/3 majority vote by Senate, then the veto shall be overturned and the proposal will be forwarded on to the Dean of Student Development.
 - iii. Should a vetoed proposal receive less than a 2/3 majority vote by Senate, then the veto shall stand and the proposal will not be forwarded on.

B. Administrative Approval Process

1. Proposals that are signed by the Student Body President or adopted by a 2/3 majority vote in Senate following a veto shall be forwarded to the Dean of Student Development. The Dean of Student Development will respond with one of three possible courses of action: Approval, veto, or referral back to the Senate for proposal improvement. This is the final phase of a student senate proposal.

Article V: Student Clubs and Organizations

Section 1: Definition, Purpose, and Club Chartering

A. Definition:

- a. NUSG Clubs - a chartered group of students that aims to build community, contribute to student life, and enrich the student body by facilitating opportunities for students.
- b. NUSG Organization - any group that is connected with an academic department or local, regional, or national organization.

- #### **B. All clubs and organizations must submit a Club Chartering or Club Re-Chartering application to the NUSG Office or NUSG Advisor. The application includes a Request for Recognition, Organization Agreement, Advisor Agreement, Hazing Agreement, and the Club Constitution.**

- #### **C. All club and organization charters expire at the conclusion of the academic year but may be renewed annually by completing an application for re-charter.**

- #### **D. NUSG will not charter any club whose purpose is active participation in contact athletics.**

- E. Clubs and organizations must adhere to the Campus Communications Policy.

Section 2: Responsibilities

- A. Clubs and organizations must be accessible all students except when justified by the reasons directly related to the purpose of the organization. Clubs and organizations may not discriminate on any basis, including race, color, national origin, gender, marital status, physical/sensory/mental disability, age, or veteran status.
- B. All clubs and organizations are required to abide by NUSG Club Chartering Procedures, NUSG Constitution and By-Laws, NU Codes and Regulations, the University mission, institutional guidelines and policies, and local, state, and federal laws.
- C. Clubs and organizations shall not present any eminent danger, promote any act of violence, disrupt any NUSG activity, or damage University grounds or facilities.
- D. Clubs and organizations are to meet at least once each month, maintain 6 (six) current NU students and an NU faculty/staff advisor, fully inform the advisor of all activities, and assume all administrative responsibilities.
- E. Clubs and organizations should expect to report a log of meeting dates and to provide a synopsis of activities at the request of the Student Clubs and Organizations Committee.

Section 3: Funding

- A. Every student club/organization that has been endorsed by NUSG may petition the Student Senate for funding.
- B. A chartered club/organization must seek funding by submitting a Proposal for Funding form to the Senate Chair, who will pass it on to the Student Clubs and Organizations Committee for review and presentation before Student Senate.
- C. Clubs and organizations must submit a Fundraising Authorization Form to be approved by the NUSG Advisor before conducting any fundraising.
- D. Allocated funds and revenue raised by the club/organization is maintained in a budget account and carried over from year to year. If a club/organization loses its NUSG charter, all funds will revert to the NUSG General Fund.
- E. NUSG-allocated funds must be used to sustain the program and are not to be used for purchase of food for its members.
- F. Chartered clubs and organizations shall not hold any type of off-campus bank account.
- G. No individual member of a club/organization shall personally profit from any activity affiliated with the club, use funds for any expenses unrelated to the funding request, or solicit funds for personal use from club/organization members.

Section 4: Student Clubs and Organizations Violations

Any chartered club or organization found in violation of these guidelines, or other behavior deemed unethical, may result in revocation of the charter.

Article VI: Budget

Section 1: Budget

The Student Government budget is funded by the Student services fee that is collected each semester. A proposal allocating funds among the budget accounts shall be made by the Treasurer in collaboration with the other Executive Officers. The proposed budget shall be voted upon and ratified by the Senate. The budget shall be executed by the Executive Officers and the NUSG Advisor.

Section 2: Budget Managers

The budget shall be managed by the NUSG Treasurer, who works in collaboration with the University Assistant Comptroller to ensure accurate information and knowledge of budget status. Executive Officers also help maintain each specific account overseen by their respective offices.

Article VII: Review and Revision of By-Laws

Section 1: Review of By-Laws

The Constitution and By-Laws shall be reviewed by the Student Government at the beginning of each semester.

Section 2: Amending the By-Laws

- A. Only voting members of Senate shall propose amendments to the By-Laws.
- B. Proposed amendments to the By-Laws require a two-thirds vote from Senate.
- C. Upon approval by the Senate, the amendment be forwarded to the Student Body President and shall undergo one of two possible courses of action:
 1. The Student Body President will officially endorse the amendment and it will immediately be incorporated into the By-Laws unless otherwise stated in the amendment.
 2. Or, the Student Body President will officially veto the amendment and return it to the Senate.
 - i. Should the Student Body President veto the amendment, the Senate has the prerogative to reexamine the amendment in the next regularly scheduled Senate meeting.
 - ii. Should a vetoed amendment receive a 2/3 majority vote by Senate, then the veto shall be overturned and the amendment will immediately be incorporated into the By-Laws unless otherwise stated in the amendment.
 - iii. Should a vetoed amendment receive less than a 2/3 majority vote by Senate, then the veto shall stand and the amendment will not be adopted and will not be incorporated into the By-Laws.

Article VIII: Selection, Advising, and Requirements for Leadership Positions

Section 1: Advising of Student Leadership Programs

Student leader positions are advised by and report to the following departments:

- A. NUSG Executive Officers, Senators, and appointed positions are advised by the Office of Student Programs.
- B. NUMA positions are advised by Campus Ministries.
- C. Talon positions are advised by Communications Department faculty advisors.

Section 2: Selection of Student Leader Positions by Program

Student leader positions are selected and advised by the following departments:

- A. NUSG Executive Officers and Senators are elected by the associated student body as approved by the Election Task Force. NUSG appointed positions are selected by the Office of Student Programs.
- B. NUMA positions are selected by Campus Ministries staff.
- C. Talon positions are selected by Communications Department faculty advisors.

Section 3: Requirements for Student Leadership Positions

All student leaders must adhere to and fulfill the following universal requirements for service:

- E. Have a minimum cumulative grade point average of 2.75 or higher on a four point scale and maintain this level for the duration of service.
 1. Freshmen shall have a minimum high school grade point average of 2.75 or higher on a four point scale.
 2. Candidates with no college credit, who have been out of high school for more than one year, shall be approved by the appropriate program advisor.
- F. Take at least twelve credits per semester during the term of service.
- G. Have an exemplary citizenship record at Northwest University without any Chapel failures the previous two semesters before taking office and have an acceptable financial record.
- H. Submit all application materials required by the position selection process.
- I. Attend required training sessions as provided by the Office of Student Programs for all student leaders.