

Table of Contents

ASNU Constitution	Page 5
Preamble	5
Article I: Organization	5
Section 1: Executive Offices	
Section 2: Student Senate	
Section 3: Student Leadership Council	
Article II: Student Services Fee	6
Article III: Ratification and Revision	6
Section 1: Amendments to the Constitution	
Section 2: Amendments to the By-Laws	
Subsection A: Executive Offices By-Laws	
Subsection B: Student Senate By-Laws	
Subsection C: Student Leadership Council By-Laws	
Article IV: By-Laws	7
ASNU Executive Offices By-Laws	Page 8
Article I: Executive Officers of ASNU	8
Section 1: Qualifications	
Section 2: Job Descriptions	
Subsection A: Student Body President	
Subsection B: Vice President	
Subsection C: Chief of Staff	
Section 3: Office Tenure	
Section 4: Officer Recall and Removal	
Subsection A: Officer Recall	
Subsection B: Officer Removal	
Section 5: Office Vacancies	
Subsection A: President	
Subsection B: Vice President	
Subsection C: Chief of Staff	

Article II: Executive Officers Elections	12
Section 1: Election Task Force	
Subsection A: Purpose	
Subsection B: Members	
Subsection C: Responsibilities	
Section 2: Election Process	
Subsection A: Application	
Subsection B: Campaigning	
Subsection C: Election	

ASNU Student Senate By-Laws **Page 14**

Article I: Officers of the Student Senate	14
Section 1: Qualifications	
Section 2: Duties and Responsibilities	
Section 3: Senator Distribution	
Article II: Student Senate Elections	15
Section 1: Election Task Force	
Subsection A: Purpose	
Subsection B: Members	
Subsection C: Responsibilities	
Section 2: Election Process	
Section 3: Available Positions	
Subsection A: Spring Elections	
Subsection B: Fall Elections	
Article III: Office Tenure and Vacancies	17
Section 1: Office Tenure	
Section 2: Office Vacancies	
Subsection A: Resignation of Officers	
Subsection B: Removal of Officers	
Subsection C: Replacement of Officers	
Article IV: Senate Proceedings	18
Section 1: Senate Meetings	

Section 2: Senate Actions

Subsection A: Presentation of a Proposal

Subsection B: Amendment of a Proposal

Subsection C: Proposal Motions

Section 3: Senate Proposal Ratifications

Subsection A: Funding Proposal

Subsection B: Proposal for Official Club Ratification

Subsection C: Action Proposal

Section 4: Senate Committees

Subsection A: Standing Committees

Subsection B: Other Committees

Article V: Student Clubs and Organizations 20

Section 1: Definition, Purpose, and Club Chartering

Section 2: Responsibilities

Section 3: Funding

Section 4: Student Clubs and Organizations Violations

Student Leadership Council By-Laws

Page 22

Article I: Purpose 22

Article II: Structure 22

Section 1: Duties and Responsibilities

Section 2: Ex Officio Members

Section 3: Elected and Selected Members

Section 4: Office Tenure

Article III: Meetings 23

Section 1: Chair Responsibilities

Section 2: Meeting Conduct

Associated Students of Northwest University Constitution

Preamble

We, the Associated Students of Northwest University, are committed to listening to student concerns, advocating for student needs, and bringing positive changes to Northwest University. The associated student body establishes this constitution by the authority vested in us by the Northwest University Office of Student Development, the University President, and the University Board of Directors.

Article I: Organization

The collective group of elected and selected representatives shall be known as the Associated Students of Northwest University (ASNU). The student body they represent shall be comprised of all currently enrolled students who have paid their Student Services Fee. ASNU shall consist of Executive Officers and two main bodies: the ASNU Student Senate which will serve as an official representation of student voice, and ASNU Student Leadership Council which will serve as an advisory board for the ASNU President and Dean of Student Development. ASNU shall be advised by the Director of Community Life and Dean of Student Development.

Section 1: Executive Offices

The Executive Offices of ASNU function as the leadership of ASNU, ensuring the proper functioning of all of its parts without belonging specifically to either the Student Senate or Student Leadership Council. Executive Officers are elected by the student body and shall be comprised of the ASNU President, ASNU Vice President, and ASNU Chief of Staff. The ASNU President, synonymously referred to as the Student Body President, is responsible for representing the student body to administrators, participating in Student Senate meetings, and chairing meetings of the Student Leadership Council. The ASNU Vice President is responsible for leading and overseeing the proper functioning of the Student Senate. The ASNU Chief of Staff is responsible for overseeing matters relating to the record keeping and financial aspects of ASNU, as well as club development. Executive Officers must demonstrate a strong commitment to the Christian faith and values of Northwest University and be in good standing with Student Development, Campus Ministries and the Office of the Provost. Further qualifications, duties and responsibilities can be found detailed in Article 1, Section 1-2 of the ASNU Executive Officers By-Laws.

Section 2: Student Senate

The Student Senate is responsible for representing students through the allocations of funds and the endorsement of proposals concerning positive change on campus. Student Senators shall be elected by their respective constituencies. Senators must demonstrate a strong commitment to the Christian faith and values of Northwest University and be in good standing with Student Development, Campus Ministries and the Office of the Provost. Further qualifications, duties and responsibilities can be found detailed in Article 1, Section 1-2 of the ASNU Student Senate By-Laws.

Section 3: Student Leadership Council

The Student Leadership Council shall be responsible for representing different student leadership groups on campus and fostering communication between student leaders. Student Leadership Council members shall consist of ex officio members and selected student leader representatives. They must demonstrate a strong commitment to the Christian faith and values of Northwest University and be in good standing with Student Development, Campus Ministries and the Office of the Provost. Further qualifications, duties and responsibilities can be found detailed in Article 2, Section 1 of the Student Leadership Council By-Laws.

Article II: Student Services Fee

The Student Services Fee is a fee collected from traditional undergraduate and Center for English Learning Education (CELE) students. The fee is allocated to a variety of departments concerned with student engagement. Allocations are overseen by the Dean of Student Development and the Director of Community Life. ASNU may review the allocation of the Student Services Fee. The Student Senate may create an official proposal to be submitted to the Office of Student Development for consideration in the following year's budget. Student Service Fee allotment information is made available to traditional undergraduate and Center for English Learning Education (CELE) students each year.

Article III: Ratification and Revision**Section 1: Amendments to the Constitution**

Any ASNU member may propose an amendment to the Constitution. Proposed amendments require a two-thirds majority vote of the Student Senate. Proposed amendments which receive the two-thirds majority approval of the Student Senate shall be presented to the associated student body. After one academic week of consideration, a vote shall be called. The vote must reach a quorum of twenty percent of the entire associated student body and requires two-thirds majority to pass. Upon approval by the associated student body, the amendment shall immediately be incorporated into the Constitution unless otherwise stated in the amendment proposal. The only time the Student Senate may amend the Constitution without the approval of the associated student body is to amend references to the By-Laws within the Constitution.

Section 2: Amendments to the By-Laws**Subsection A: Executive Offices By-Laws**

Any ASNU member may propose an amendment to the Executive Offices By-Laws. Proposed amendments require a two-thirds majority vote of the Student Senate. If approved by the Student Senate, the proposed amendment will be given to the Student Leadership Council which will take one of the following courses of action at its next meeting:

1. Approve the amendment. The amendment shall be immediately incorporated into the Executive Offices By-Laws unless otherwise stated in the amendment proposal.
2. Deny the amendment and refer it back to the Student Senate for proposal improvement. The Student Senate may modify the amendment and begin the amendment process again.

Subsection B: Student Senate By-Laws

Any Executive Officer or Student Senator may propose an amendment to the Student Senate By-Laws. Proposed amendments require a two-thirds majority vote of the Student Senate. If approved by the Senate, the proposed amendment will be given to the Student Body President who will take one of the following courses of action on the proposal within an academic week:

1. Approve the amendment. The amendment shall be given to the Director of Community Life who will take one of the following courses of action:
 - a. Approve the amendment. The amendment shall be immediately incorporated into the By-Laws unless otherwise stated in the amendment proposal.
 - b. Deny the amendment and refer it back to the Student Senate for proposal improvement. The Student Senate may modify the amendment and begin the amendment process again.
2. Deny the amendment and refer it back to the Student Senate for proposal improvement. The Student Senate may modify the amendment and begin the amendment process again.

Subsection C: Student Leadership Council By-Laws

Revisions to the Student Leadership Council By-Laws may be made at the discretion of the Executive Officers and Student Development.

Article IV: By-Laws

Further clarification and procedures can be found in the ASNU By-Laws: Student Leadership Council By-Laws, Executive Offices By-Laws, and Student Senate By-Laws.

Associated Students of Northwest University

Executive Offices By-Laws

Article I: Executive Officers of ASNU

Section 1: Qualifications

Executive Officers must demonstrate a strong commitment to the Christian faith and the values of Northwest University. They must demonstrate an understanding of leadership and have a desire to grow personally and professionally. They must be a full-time student at Northwest University (at least 12 hours/semester) maintain a cumulative grade point average of 2.50 or greater and during time in office. They may not take more than 19 credits at one time during duration of their term in office. Petitions may be submitted to the Director of Community Life. Executive Officers must maintain good standing with Student Development, Campus Ministries and the Office of the Provost. Additionally, Executive Officers must be of sophomore status prior to running and must have been enrolled as a full-time student at Northwest University for at least two semesters prior to the term of office.

Section 2: Job Descriptions

Subsection A: Student Body President

The ASNU President, synonymously referred to as the Student Body President, represents the concerns of the general student body to university administrators. As mediator, it is the duty of the ASNU President to accurately and efficiently communicate the needs and concerns of the student body. In order to carry this out, the ASNU President works with the ASNU Executive team and ASNU Advisory Council to grasp a clearer understanding of student experience on campus.

1. Be the official representative of the student body
2. Serve as the Chief Executive Officer of the ASNU
3. Chair and provide leadership in ASNU Executive team and ASNU Student Leadership Council meetings
4. Work with Dean of Student Development to set ASNU Student Leadership Council meeting times and agendas
5. May be asked to represent the student body by serving as a member of the President's Cabinet
6. Formally address the study body, as needed and scheduled through chapel services, to communicate to the study body the vision, goals and accomplishments of ASNU
7. Sign and execute legislation as passed by ASNU Student Senate
8. Serve as an ex officio member of the ASNU Student Senate and periodically present information that concerns student interests and recommend for consideration measures as he or she deems necessary
9. Speak at official University functions (Board meetings, Orientation, Homecoming, etc)

10. Serve as a member of committees as appointed by the Northwest University administrative team
11. Provide leadership in planning up to two ASNU chapels per school year
12. Serve as the leader of the Election Task Force, unless he or she is a candidate in the election at hand
13. Work with the ASNU Executive team and Director of Community Life to hire an ASNU student worker
14. Responsible for upholding and abiding by the Constitution and Bylaws, reviewing and updating when necessary
15. Lead Town Hall meetings for the NU community, at least twice a semester
16. Ultimately be responsible for guiding and holding ASNU to a shared vision
17. Be present and an active member at most ASNU sponsored programming
18. Meet weekly with Director of Community Life and Dean of Student Development
19. Carry out all other duties as assigned by the Director of Community Life or Dean of Student Development

Subsection B: Vice President

The ASNU Vice President serves an integral role on the ASNU Executive team, ASNU Student Leadership Council and as ASNU Student Senate Chair. The ASNU Vice President oversees matters pertaining to the proper functioning of the Student Senate, including the execution and motion of legislation passed.

1. Chair and serve as a member of weekly Student Senate meetings
2. Be an active member of the ASNU Executive team and ASNU Student Leadership Council
3. Manage Senator progress and welfare regarding projects and legislation
4. Coordinate Senator office hours and hold students accountable to these responsibilities
5. Think creatively of how to gather student input and be a voice for the student body
6. Continuously evaluate and survey student body for feedback and ideas
7. Schedule and lead meetings or events up to two times a semester for student input opportunities
8. Chair Senator Election Task Force in the Spring and Fall
9. Place items on the Student Senate agenda to ensure that campus governance issues are discussed in a timely manner to permit effective planning and leadership
10. Become familiar with Roberts Rules of Order and enforce procedures during Student Senate meetings
11. Delegate Senators to ad hoc committees and provide direct oversight to committees
12. Work with ASNU Chief of Staff to maintain the budget for Student Senate and campus clubs requesting money

13. Ensure the execution of motions passed by the Student Senate, and relay all motions and recommendations to the proper association, committees and offices
14. Maintain accurate and organized records of Student Senate minutes and proposals
15. Work with the ASNU Executive team and Director of Community Life to hire an ASNU student worker
16. Assist ASNU President with Constitution and Bylaw review
17. Assume the duties and responsibilities of the ASNU President in his or her absence or when so directed by the ASNU President
18. Be present and an active member at most ASNU and Student Senate sponsored programming
19. Carry out all other duties as assigned by the ASNU President, Director of Community Life and Dean of Student Development

Subsection C: Chief of Staff

The ASNU Chief of Staff serves an integral role on the ASNU Executive team, ASNU Student Leadership Council and ASNU Student Senate. The ASNU Chief of Staff oversees ASNU funds, serves as a point of contact of club leaders, and assists in the communication and minute-taking of ASNU groups.

1. Be an active member of the ASNU Executive team, ASNU Student Senate and ASNU Student Leadership Council
2. Plan and prepare the ASNU budget in consultation with the ASNU Executive team and Director of Community Life
3. Maintain accurate and proper financial records of all ASNU funds
4. Supply Accounting with appropriate check requests, deposits, reimbursements, P-card records, as well as other financial information
5. Maintain a system of informing student clubs and organizations on budgets and leading them in a greater understanding of money management and how to carry out financial tasks (ie: W-9s, check requests, etc)
6. Work with Director of Community Life to plan meetings with club/organization leadership to discuss budgets, events and opportunities for growth
7. Maintain communication with club leaders and advisors on budget updates
8. Create a financial report of the budget and expenditures at the end of each semester to present to ASNU Executive team and make available to student body
9. Provide regular budget updates to ASNU Executive team, ASNU Student Senate and Director of Community Life
10. Must be committed to ensuring all financial paperwork is sent through in a timely and efficient manner
11. Work with Director of Community Life to continually update and improve record keeping

12. Ensure accurate minutes are taken at ASNU Student Senate and provide those to ASNU VP for review
13. Work with the ASNU Executive team and Director of Community Life to hire an ASNU student worker
14. Be present and an active member at most ASNU sponsored programming
15. Carry out all other duties as assigned by the ASNU President, Director of Community Life and Dean of Student Development

Section 3: Office Tenure

Executive Officers shall serve one year beginning the day following Commencement in the spring of their election and ending the day of Commencement the following year.

Section 4: Officer Recall and Removal

Subsection A: Officer Recall

An Executive Officer may be recalled by the associated student body according to the following procedures. A petition containing the name of the Executive Officer in question, reason for recall, and signatures from one third of the student body must be presented to the Student Senate. The Student Senate will hold a vote by secret ballot in which a two-thirds majority is required for recall. If a two-thirds majority is not reached, no recall occurs and the Executive Officer remains in their position. If the Student Senate votes to recall the Executive Officer, the matter shall be evaluated by the Dean of Student Development and Director of Community Life who will make the final decision.

Subsection B: Officer Removal

The Director of Community Life and Dean of Student Development may remove an Executive Officer who does not comply with the Northwest University Community Handbook, or the student leadership standards set by Student Development, or duties and responsibilities stated in the Student Senate By-Laws.

Section 5: Office Vacancies

Subsection A: President

In the instance the position of ASNU President is vacant; the ASNU Vice President shall assume the position of ASNU President.

Subsection B: Vice President

In the instance the position of ASNU Vice President is vacant, the Student Senate shall chose from itself no more than two nominees to present to the associated student body. Nominees shall campaign to the associated student body for at least 48 hours before voting opens. Voting shall be available to students for a minimum of 24 hours. The nominee receiving the simple majority shall be elected. In case of a tie, the Student Senate shall vote by secret ballot and the nominee receiving the simple majority shall be elected. In case of a tie, there will be a short time for discussion and another vote shall be called. If a decision is not made, the Executive Officers and Director of Community Life shall be charged with the task of selecting one of the nominees.

Subsection C: Chief of Staff

In the instance the Chief of Staff position is vacant, the Senate shall make the vacancy known to the student body and accept applications as detailed in Article II, Section 2, Subsection A of the Student Senate By-Laws. Candidates shall deliver a speech to the Student Senate. A vote by secret ballot shall then be called in which current Senators and Executive Officers shall participate. Candidate will be elected by simple majority. In case of a tie, there will be a short time for discussion and another vote shall be called. If a decision is not made, the Executive Officers and Director of Community Life shall be charged with the task of selecting one of the candidates.

Article II: Executive Officers Elections

Section 1: Election Task Force**Subsection A: Purpose**

The Election Task Force (ETF) is responsible for carrying out elections which require the vote of the student body.

Subsection B: Members

For election of the Executive Officers in the spring semester, the ETF shall consist of the current Student Body President, the current Vice President, and the Director of Community Life.

Subsection C: Responsibilities

1. Be familiar with election policies and procedures
2. Establish an election timeline
3. Screen all candidates in an unbiased fashion in relation to qualification requirements of each position.
4. In instance there are more than five suitable candidates, conduct interviews with candidates and select five to be presented to the student body for election consideration.
5. Notify approved candidates and hold a mandatory meeting to inform them of election timeline and campaign guidelines.
6. Update guidelines and applications when necessary.
7. Enforce campaign guidelines during the election and disqualify candidates who fail to follow guidelines.
8. Promote election interest and awareness on and before Election Day.
9. Create online election pages with the candidates' pictures and short platforms.
10. Be the final body of appeal for any irregularity in the conduct of the election.

Section 2: Election Process**Subsection A: Application**

Candidates shall submit an application before the deadline set by the ETF in order to run for office. As a part of the application, candidates must collect at least 10 signatures from the associated student body. Candidates may only apply for one position. Applications shall be reviewed by the

ETF. The ETF shall present no more than four qualified applicants to the student body for election per available position.

Subsection B: Campaigning

All approved candidates shall attend a mandatory meeting scheduled by the ETF. Approved candidates shall receive campaigning guidelines for the specific election that they are campaigning in before the campaign begins. Failure to uphold these guidelines shall result in disqualification from the election.

Subsection C: Election

The ballot shall be made available to the student body online and shall contain a total list of candidates for each office as prepared by the ETF.

1. If two or fewer candidates run for a position, the candidate receiving the simple majority shall be elected.
2. If more than two candidates run for a position, a candidate receiving more than 50% of the votes cast shall be elected. If one candidate does not receive more than 50% of the votes, 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. In the instance neither candidate receives a majority, both candidates shall deliver a speech to the Student Senate. A vote by secret ballot shall then be called in which current Senators and Executive Officers shall participate. The candidate will be elected by simple majority. In case of a tie, there will be a short time for discussion and another vote shall be called. If a decision is not made, the Executive Officers and Director of Community Life shall be charged with the task of selecting one of the candidates.

Associated Students of Northwest University

Student Senate By-Laws

Article I: Officers of the Student Senate

Section 1: Qualifications

Senators must demonstrate a strong commitment to the Christian faith and the values of Northwest University. They must demonstrate an understanding of leadership and have a desire to grow personally and professionally. They must be a full-time student at Northwest University (at least 12 hours/semester) maintain a cumulative grade point average of 2.50 or greater and during time in office. They may not take more than 19 credits at one time during duration of their term in office. Petitions may be submitted to the Director of Community Life. Additionally, Senators must maintain good standing with the Office of Student Development, Campus Ministries and the Office of the Provost.

Section 2: Duties and Responsibilities

- A. Actively engage with fellow students on a regular basis and bring forth concerns, ideas and possible solutions to make Northwest University the best possible educational institution.
- B. Read the minutes and agenda and be prepared to discuss and vote on pertinent issues.
- C. Actively participate in at least one standing committee and multiple proposal committees.
- D. Present at least one action proposal during office term.
- E. Think creatively of how to gather student input and be a voice for the student body.
- F. Be present and an active member at Senate sponsored activities.
- G. Keep a positive working relationship with other Senators.
- H. Carry out all other duties as assigned by the ASNU President, ASNU Vice President, and Director of Community Life.
- I. Failure to uphold duties and responsibilities may result in decrease or loss of scholarship.

Section 3: Senator Distribution

Senators will consist of Class Senators, Living Area Senators, and At-Large Senators. Class Senators shall represent students according to their amount of completed credits and determined academic class. Living Area Senators shall represent students according to their place of residence during the academic year. At-Large Senators shall represent all students who pay their student services fee. Positions shall be filled as follows:

- A. Freshman Class Senator – one position
- B. Sophomore Class Senator – one position
- C. Junior Class Senator – one position
- D. Senior Class Senator – one position

- E. Guy, Perks, and Crowder (GPC) Senator – one position
- F. Gray and Beatty Senator – one position
- G. Apartments and FIRs Senator – one position
- H. Off-Campus Senator – one position
- I. At-Large Senator – two positions

Article II: Student Senate Elections

Section 1: Election Task Force

Subsection A: Purpose

The Election Task Force (ETF) is responsible for carrying out elections which require the vote of the student body.

Subsection B: Members

1. For election of Senators in the spring semester, the ETF shall consist of the current ASNU Vice President, the ASNU Vice President Elect, and Director of Community Life.
2. For election of Senators in the fall semester, the ETF shall consist of the current ASNU Vice President, current Student Senators, and the Director of Community Life.

Subsection C: Responsibilities

1. Be familiar with election policies and procedures
2. Establish an election timeline
3. Screen all candidates in an unbiased fashion in relation to qualification requirements of each position.
4. In instance there are more than four suitable candidates, conduct interviews with candidates and select four to be presented to the student body for election consideration.
5. Notify approved candidates and hold a mandatory meeting to inform them of election timeline and campaign guidelines.
6. Update guidelines and applications when necessary.
7. Enforce campaign guidelines during the election and disqualify candidates who fail to follow guidelines.
8. Promote election interest and awareness on and before Election Day.
9. Create online election pages with the candidates' pictures and short platforms.
10. Be the final body of appeal for any irregularity in the conduct of the election.

Section 2: Election Process

- A. Candidates shall submit an application before the deadline set by the ETF in order to run for office. As a part of the application, candidates must collect the signatures of at least three of their constituents in order to be considered for the position. Candidates may only apply for one position.

- B. Applications shall be reviewed by the ETF. The ETF shall present no more than four qualified applicants to the student body for election per available position. All approved candidates shall attend a mandatory meeting scheduled by the ETF.
- C. Approved candidates shall receive campaigning guidelines for the specific election that they are campaigning in before the campaign begins. Failure to uphold these guidelines shall result in disqualification from the election.
- D. The ballot shall be made available to the student body online and shall contain a total list of candidates for each office as prepared by the ETF.
 - 1. If two or fewer candidates run for a position, the candidate receiving the simple majority shall be elected.
 - 2. If more than two candidates run for a position, a candidate receiving more than 50% of the votes cast shall be elected. If one candidate does not receive more than 50% of the votes, the two candidates receiving the most votes shall be presented on a second electoral ballot within two school days. The candidate receiving a simple majority shall be elected. In the instance neither candidate receives a majority, both candidates shall deliver a speech to the Student Senate. A vote by secret ballot shall then be called in which current Student Senators and Executive Officers shall participate. The candidate will be elected by simple majority. In case of a tie, there will be a short time for discussion and another vote shall be called. If a decision is not made, the Executive Officers and Director of Community Life shall be charged with the task of selecting one of the candidates.
- E. Any Senate positions left vacant after the Spring Elections shall remain vacant until the time of the Fall Elections. If any Senator positions are left vacant after the Fall Elections, they shall be filled according to the procedures found in Article III, Section 2, Subsection C of the Student Senate By-Laws.

Section 3: Available Positions

Subsection A: Spring Elections

The following positions shall be made available in the Spring Elections:

1. Sophomore Class Senator – one position
2. Junior Class Senator – one position
3. Senior Class Senator – one position
4. Gray and Beatty Senator – one position
5. Apartments and FIRs Senator – one position
6. Off-Campus Senator – one position
7. At-Large Senator – one position

In the instance any of these positions are vacant after the Spring Elections, they shall remain vacant until the time of the Fall Elections.

Subsection B: Fall Elections

The following positions shall be made available in the Fall Elections along with any vacant positions from the Spring Elections:

1. Freshman Class Senator – one position
2. Guy, Perks, and Crowder (GPC) Senator – one position
3. At-Large Senator – one position

In the instance these positions are vacant after the Fall Elections, they shall be filled according to the procedures found in Article III, Section 2, Subsection C of the Student Senate By-Laws.

Article III: Office Tenure and Vacancies

Section 1: Office Tenure

Student Senators who are elected in the Spring Elections shall serve one year beginning the day following Commencement in the spring of their election and ending the day of Commencement the following year. Student Senators who are elected in the Fall Elections or who fill a vacant position shall begin their term upon election results. All vacancies shall be filled by a special vote of the Student Senate in accordance with Article III, Section 2, Subsection C of the Student Senate By-Laws.

Section 2: Office Vacancies

Subsection A: Resignation of Officers

Any Student Senator may resign from their position after meeting with the ASNU Vice President and Director of Community Life. The Student Senator must submit a formal letter of resignation including their date of resignation to the Student Senate.

Subsection B: Removal of Officers

Student Senators can be removed if they fail to comply with the duties and responsibilities stated in the Student Senate By-Laws or Northwest University Community Handbook. The Director of Community Life may consult with the Dean of Student Development and they may remove a Senator who does not comply with the aforementioned duties and responsibilities or the student leadership standards set by Student Development. Alternatively, a formal proposal for removal of the Student Senator may be submitted to the Student Senate clearly stating how the officer has failed their duties and responsibilities. The proposal shall be put to a vote as detailed in Article III, Section 2, Subsection A of the Student Senate By-Laws. If the proposal is passed it shall be evaluated by the Dean of Student Development and Director of Community Life who shall make the final decision.

Subsection C: Replacement of Officers

1. In the instance a Student Senate position is vacant, the Student Senate shall make the vacancy known to the associated student body and accept applications as detailed in Article II, Section 2, Subsection A of the Student Senate By-Laws. Candidates shall deliver a speech to the Student Senate. A vote by secret ballot shall then be called in which current Student Senators and Executive Officers shall participate. The candidate will be elected by simple majority. In case of a tie, there will be a short time for discussion and another vote shall be called. If a decision is not made, the Executive Officers and Director of Community Life shall be charged with the task of selecting one of the candidates.
2. In the instance a Student Senate position is vacant in the later part of the spring semester the Executive Officers and Director of Community Life may choose to leave the position vacant for the remainder of the semester.

Article IV: Senate Proceedings

Section 1: Senate Meetings

Senate meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order and as detailed in Article IV of the Student Senate By-Laws. Regular meetings shall include a roll call, ASNU President's Report, ASNU Chief of Staff Report and, if applicable, approval of the last meeting's minutes. Student Senate meetings shall occur with regularity, but no less than twice per month during the academic year. The quorum required to make any action is 50% of the Student Senators plus one. The ASNU Vice President shall preside over the meetings. In case of absence, the ASNU Vice President shall appoint a Student Senator to act as temporary chair. Special business meetings of the Student Senate may be called by the ASNU Vice President or the Director of Community Life at any time with adequate reason and twenty-four hours' notice.

Section 2: Senate Actions

Subsection A: Presentation of a Proposal

Proposals shall be presented to the Student Senate and approved or denied in accordance with the following procedures.

1. Two-minute presentation of the proposal.
2. Two minutes for Student Senators to ask the representative questions about the proposal.
3. Two-minute debate period in which the proposal may be amended as stated in Article IV, Section 2, Subsection B of the Student Senate By-Laws.
4. The question is called and voted on by voice vote.
5. The proposal is either approved or denied by voice vote majority.

Subsection B: Amendment of a Proposal

1. Amendments may be proposed by any Student Senator during the debate period of the presentation of a proposal if seconded by another Student Senator.
2. An amendment is proposed and seconded by another Student Senator. The Student Senator proposing the amendment may elaborate on reasoning for proposed amendment.
3. Two-minute debate period about the amendment to the proposal
4. The question is called and voted on via voice vote.
5. The amendment is either accepted or denied by voice vote majority. If accepted, the change in the proposal is made. If denied, debate of the original proposal is resumed.

Subsection C: Proposal Motions

1. A Student Senator may move to extend the time in presentation, questions, or debate about a proposal for two-minutes. Must be seconded by another Student Senator.
2. A Student Senator may move to table a proposal or discussion until a later time. Must be seconded by another Student Senator and approved voice vote majority.
3. A Student Senator may move that a voice vote be changed to a vote by show of hands or vote by secret ballot. Must be seconded by another Student Senator.

Section 3: Senate Proposal Ratifications

Proposals shall be ratified by the Senate by means of voice vote majority, show of hands, or secret ballot.

Subsection A: Funding Proposal

A funding proposal may be submitted to the Student Senate by any on-campus club, organization, or any member of the associated student body. The proposal must be submitted to the ASNU Vice President at least 24 hours in advance of the Student Senate meeting to be included on the meeting agenda. The proposal is then approved or denied following the procedures found in Article IV, Section 2, Subsection A of the Student Senate By-Laws.

Subsection B: Proposal for Official Club Ratification

A club which has submitted the required paperwork as stated in Article IV, Section 1 of the Student Senate By-Laws may send one or more representatives to Senate for Club Ratification. The proposal must be submitted to the ASNU Vice President at least 24 hours in advance of the Student Senate meeting to be included on the meeting agenda. The proposal is then approved or denied following the procedures found in Article IV, Section 2, Subsection A of the Student Senate By-Laws. If the proposal is approved by Student Senate, it shall be forwarded to the Director of Community Life for final approval.

Subsection C: Action Proposal

A proposal may be submitted to the Student Senate by any Student Senator or ASNU Executive Officer for the purpose of receiving the approval and backing of Senate. The proposal must be submitted to the ASNU Vice President at least 24 hours in advance to be included on the meeting agenda. The proposal is then approved or denied following the procedures found in Article IV, Section 2, Subsection A of the Student Senate By-Laws. An Action Proposal which has been approved by the Student Senate shall be undersigned by the Student Senate. It shall then be forwarded to the ASNU President who shall either sign and enact the proposal or veto and return the proposal to the Student Senate.

Section 4: Senate Committees**Subsection A: Standing Committees**

Standing Committees shall be those which meet every academic year for a given amount of time.

1. Constitution Committee – Shall consist of the ASNU Vice President and at least two Student Senators. They shall be tasked with reviewing the ASNU Constitution, Student Senate By-Laws, and Executive Officers By-Laws and submitting proposals for revision of the aforementioned documents.
2. Student Club and Organization Committee – Shall consist of the ASNU Chief of Staff and at least two Senators. They shall be tasked with communicating with clubs regarding club ratification or club funding. They shall also be tasked with reviewing procedures related to club ratification and funding.
3. Incoming Proposals Committee – Shall consist of at least three Student Senators. They shall be tasked with gathering information about non-club funding proposals and action proposals. They shall also be tasked with reviewing procedures related to non-club funding proposals and action proposals.

Subsection B: Other Committees

Other committees may be formed throughout the year that include at least two Senators and meet for a specific purpose. These committees may also include members of the associated student body. Student Senators may be asked to serve on other university committees.

Article V: Student Clubs and Organizations**Section 1: Definition, Purpose, and Club Chartering****A. Definition:**

1. ASNU 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.
2. ASNU Organization - any group that is connected with a university department or local, regional, or national organization.

B. All clubs and organizations must submit a Student Club and Organization Registration Application packet. The application includes a Club and Organization Agreement, Club and Organization Leadership Form, Hazing Agreement, and Club and Organization Constitution and By-Laws.

C. All club and organization charters expire at the conclusion of the academic year but may be renewed each Spring for the following academic year by completing a Student Club and Organization Renewal Application.

D. All ASNU clubs and organizations must align with the mission of Northwest University and are required to abide by all club and organization policies stated in the application packet, club paperwork, Northwest University Community Handbook, and local, state, and federal laws.

Section 2: Responsibilities

A. Except for competitive “club athletic” or “academic” teams requiring a try-out process, all ASNU clubs and organizations must be open and accessible to all undergraduate students regardless of race, national origin, gender, age, or ability.

B. Clubs and organizations shall not present any eminent danger, promote any act of violence, disrupt any ASNU activity, or damage University grounds or facilities.

C. 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.

D. 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 and organization that has been endorsed by ASNU may petition the Student Senate for funding.

B. A chartered club or organization must seek funding by submitting a Proposal for Funding form to the ASNU Vice President, who will pass it on to the Student Club 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 ASNU Advisor before conducting any fundraising.
- D. Allocated funds and revenue raised by the club or organization is maintained in a budget account and carried over from year to year. If a club or organization loses its ASNU charter, all funds will revert to the ASNU General Fund.
- E. ASNU-allocated funds must be used to sustain the program and must follow any guidelines set forth by the Student Club and Organization Committee.
- F. Chartered clubs and organizations shall not hold any type of off-campus bank account.
- G. No individual member of a club or 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 or 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 or existing pre-allocated funds.

Associated Students of Northwest University

Student Leadership Council By-Laws

Article I: Purpose

The Student Leadership Council will provide a venue for student leaders from across campus to dialogue with one another and to advise Student Body President, the Dean of Student Development, and those tasked with shaping the co-curricular student experience. The Student Leadership Council will encourage increased collaboration and unity between student leadership groups and focus on the holistic improvement of student experience.

Article II: Structure

Section 1: Duties and Responsibilities

Student Leadership Council Members shall actively engage in Student Leadership Council meetings and bring forth concerns, ideas, and possible solutions for issues on campus. They shall foster communication between student leader groups by presenting topics from their group which impact other student leaders or would contribute to cross-departmental collaboration.

Section 2: Ex Officio Members

Ex Officio members will determine the meeting time of the Student Leadership Council each semester. Ex Officio members will include:

- A. ASNU Student Body President
- B. ASNU Vice President
- C. ASNU Chief of Staff
- D. Student Activities Board Director
- E. Assistant Area Coordinator (AAC)

Section 3: Elected and Selected Members

Members which represent the following groups will be elected and selected by their respective department to serve on the Student Leadership Council:

- A. Act Six Scholars – two representatives
- B. Athletics – two representatives
- C. Campus Ministries – two representatives
- D. Freshman Class Council – two representatives
- E. President/Provost Scholars – one representative
- F. Residence Life – one representative (in addition to AAC)

Members must be elected or selected by their respective department no later than the first week of the respective semester and must be available to meet during the established meeting time.

Offices vacancies shall be filled by their respective departments.

Section 4: Office Tenure

Ex officio members shall serve one year beginning the day following Commencement in the spring of their election and ending the day of Commencement the following year. Elected and selected members will serve over the course of a semester.

Article III: Meetings

Section 1: Chair Responsibilities

The Student Body President and the Dean of Student Development shall serve as co-chairs of the Student Leadership Council. They will share equal responsibility for the direction and aim of the council, ensuring it fulfills the purpose as stated in Article I.

Section 2: Meeting Conduct

The Student Leadership Council shall meet at least once a month during the academic year.

The co-chairs will set an agenda ahead of each meeting and send the proposed agenda to Student Leadership Council Members three to five days before the meeting.

After distribution of the proposed agenda, all Student Leadership Council Members will be given opportunity to submit additional agenda items.

The agenda will be considered final 24 hours prior to the start of the meeting. If time permits, for additional agenda items, the council co-chairs will allow new items to be added to the agenda at the start of the meeting.

Council co-chairs will allot approximate time for each agenda item and try to keep the conversation focused and the meeting on time.