

Associated Students of Northwest University Executive Offices By-Laws

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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.