

# **Associated Student of Northwest University Student Senate By-Laws**

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## 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.