

Associated Students of Northwest University Executive Offices By-Laws

Article I: Executive Officers of ASNU

Section 1: Qualifications

Section 2: Job Descriptions

Subsection A: Student Body President

Subsection B: Vice President

Subsection C: Chief of Staff

Subsection D: Executive Team Responsibilities

Section 3: Office Tenure

Section 4: Officer Recall and Removal

Subsection A: Officer Recall by Associated Student Body

Subsection B: Internal Evaluation

Subsection C: Officer Recall by ASNU Senate

Subsection D: Officer Removal

Section 5: Office Vacancies

Subsection A: President

Subsection B: Vice President

Subsection C: Chief of Staff

Article II: Executive Officers Elections

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

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, ASNU President and ASNU Vice President candidates must have completed at least two full semesters at Northwest University prior to running AND must have one year of Northwest University student leadership experience that is scholarship based prior to term of office. ASNU Chief of Staff candidates must have completed two full semesters at Northwest University prior to running OR completed one year of Northwest University student leadership experience that is scholarship based prior to term of office.

Section 2: Job Descriptions

Subsection A: Student Body President

The ASNU President, also known 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 Senate to grasp a clearer understanding of student experience on campus.

1. Be the official representative of the student body. May be asked to represent the student body by serving as a member of the President's Cabinet.
2. Chair and provide democratic leadership in ASNU Executive Team and ASNU Senate Meetings
3. Ensure the execution of motions passed by ASNU Senate, and relay and advocate for all motions and recommendations to the proper association, committees and offices
4. Create healthy relationships with the Senators to inspire and encourage work efforts and provide accountability as needed
5. Create representative group committees within the NU community, as needed or desired
6. Serve as the leader of the Election Task Force for ASNU Senators and ASNU Executive Team, unless he or she is a candidate in the election at hand
7. Provide leadership in planning up to two ASNU chapels per school year
8. Speak at official University functions (Board meetings, Orientation, Homecoming, etc)
9. Serve as a member of committees as appointed by the Northwest University administrative team
10. Meet weekly with Director of Community Life and Dean of Student Development
11. 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 and the ASNU Senate team. The ASNU VP oversees and manages projects and initiatives introduced by ASNU.

1. Be an active member of the ASNU Executive team and ASNU Senate
2. Manage projects and initiatives of both ASNU Senate and ASNU Executive teams
3. Coordinate Senator office hours and hold students accountable to these responsibilities
4. Oversee the survey and assessment aspect of ASNU initiatives and projects and continuously evaluate student body for feedback and ideas
5. Delegate Senators to ad hoc committees and provide oversight to committees, as needed
6. Assist in the coordination of the Senator Election Task Force in the fall
7. Coordinate community discussions, such as Town Halls, as needed, ideally two times a semester
8. Assume the duties and responsibilities of the ASNU President in his or her absence or when so directed by the ASNU President
9. 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 and ASNU Senate. The ASNU Chief of Staff oversees ASNU funds, serves as a point of contact of club leaders, and assists in the public relations, communication and minute-taking of ASNU groups.

1. Be an active member of the ASNU Executive team and ASNU Senate
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 and provide regular updates as needed, as well as an end of semester report for student body
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. Be the main source of club/org communication from ASNU as needed.
7. Ensure accurate minutes are taken at ASNU Senate. Once minutes are passed, ensure ASNU website is updated with accurate documents.

8. Lead the public relations and communication efforts of ASNU including projects being worked on, proposals being passed, and other critical information for the NU community. This will be in the form of the ASNU website, Life at NU website, newsletters to student body, working with the Talon, coordinating social media efforts and other necessary communication
9. Carry out all other duties as assigned by the ASNU President, Director of Community Life and Dean of Student Development

Subsection D: Executive Team Responsibilities

The ASNU Executive Team oversees the overall operation and decision making of ASNU processes and procedures. Collectively they ensure that ASNU is functioning to the best of its ability and that student voice is at the forefront of their projects and initiatives.

1. Lead ASNU with a shared vision of student advocacy and voice for the year
2. Be dedicated to working on and assisting ASNU initiatives
3. Be a present and active member of the NU community through conversations, events and a presence on campus
4. Initiate and be an active member at ASNU sponsored programming
5. Think creatively about how to gather student input and be a voice for the student body
6. In conjunction with the ASNU Executive team, serve as an ex officio member of ASNU Senate and periodically present information that concerns student interests and recommend for consideration measures as they deem necessary
7. Responsible to uphold and abide by the ASNU Constitution and ASNU By-Laws, reviewing and updating when necessary

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 by Associated Student Body

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 printed names and signatures from 20 members of the student body must be presented to ASNU Senate. The ASNU Senate will hold a vote by secret ballot in which a simple majority is required for recall. If a simple majority is not reached, no recall occurs and the Executive Officer remains in their position. If ASNU Senate votes to recall the Executive Officer, a letter will be addressed to the student body informing ASNU Senates decision and the reason for recall. A vote by simple majority will be made available to students for a minimum of 24 hours. If a simple majority is not reached, the Executive Officer in question remains in their position. If a simple majority vote to uphold the decision is received, the matter shall be evaluated by the Director of Community Life and the Dean of Student Development who will make the final decision.

Subsection B: Internal Evaluation

An Executive Officer may be subject to internal review according to the following procedures. A petition containing the name of the Executive Officer in question, reason for recall, and printed signatures of one-third of the ASNU Senate must be presented to ASNU Senate. The matter shall be evaluated by the Director of Community Life and the Dean of Student Development who will work with the officer in question and inform the ASNU Senate of their intentions.

Subsection C: Officer Recall by ASNU Senate

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

Subsection D: 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 ASNU Executive Team 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 ASNU Chief of Staff shall assume the position of ASNU Vice President.

Subsection C: Chief of Staff

In the instance the Chief of Staff position is vacant, ASNU Senate shall choose from amongst the current ASNU team no more than two nominees to present to the associated student body. All Senators are eligible to apply. 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, ASNU 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.

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 ASNU Executive Team members the Director of Community Life and led by the current Student Body President.

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 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 20 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. All candidates will be required to give a speech at Chapel and participate in campaign events as outlined by the ETF.

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 ASNU 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.