

Associated Students of Northwest University Executive By-Laws

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Article I: Executive Officers of ASNU

Section I: 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. Officers must be full-time students 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 Community Life Director. Executive Officers must maintain good standing with Student Development, Campus Ministries and the Office of the Provost. Additionally, the ASNU Presidential 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. Vice-Presidential candidates must have completed at least two full semesters at Northwest University prior to term of office and must have one year of Northwest University student leadership experience that is scholarship based prior to term of office. Candidates may appeal the student leadership requirements for running as part of the student leadership application process. The approval for this appeal is at the discretion of the Student Leadership Committee.

Section II: Job Descriptions

Subsection A: ASNU President

The ASNU President represents the concerns of the general student body to the university staff, faculty, and administration. In order to carry this out, the President works with the other Executive Team Officers and the ASNU Senate to grasp a clearer understanding of student experience on campus.

Detailed expectations for this position are as follows:

1. 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 Senate Meetings.
3. Ensure the execution of motions passed by the ASNU Senate, and relay and advocate for all motions and recommendations to the proper organizations and offices.
4. Create healthy relationships with the ASNU senators to facilitate a constructive work ethic and provide accountability as needed.
5. Create representative groups and/or committees within the NU community, as needed or desired.
6. Serve as the leader of the Election Task Force for ASNU Senators and the following year's Executive Team, unless he or she is a candidate in the election at hand. This will include planning the annual ASNU Election chapel. If he or she is a candidate, then the Vice President shall lead the Election Task force. If both the President and Vice President are candidates, then the Community Life Director shall lead the Election Task Force.
7. Speak at official university functions (board meetings, Welcome Weekend, Family Weekend, etc)
8. Serve as a committee member as requested by the staff, faculty, and administration of the university.

9. Meet regularly with the Community Life Director and the Vice President for Student Development
10. Facilitate regular gatherings with Student Leaders and represent the needs of student leaders to their supervisors as needed.
11. Work primarily with the ASNU Vice President to oversee overall club functions and club leader development.
12. Prepare for and lead the weekly executive team meetings, setting the agenda alongside the CLD and ASNU VP.
13. Co-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, newsletters to the student body, coordinating social media efforts, and other necessary communication.
14. Carry out all other duties as assigned by the Community Life Director and/or the Vice President for 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 Vice President oversees and manages projects and initiatives introduced by ASNU.

Detailed expectations for this position are as follows:

1. Serve as a non-voting member of the ASNU Senate.
2. Manage projects and initiatives of both the ASNU Senate and Executive teams.
3. Coordinate Senator office hours and hold students accountable to their outlined responsibilities within the Senate By-Laws.
4. Oversee the survey and assessment aspect of ASNU initiatives and projects, and regularly evaluate the student body for feedback and new 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.
7. Co-lead the public relations and communication efforts of ASNU, including projects in progress, approved initiatives, and other critical information for the NU community. This will be in the form of the ASNU website and coordinating social media efforts and other necessary communication.
8. Assist the Community Life Director in preparation of the budget.
9. Assist the Community Life Director in maintaining financial records of all ASNU funds and provide regular updates as needed, as well as an end of semester report for the student body.
10. Supply the NU Accounting Department with appropriate check requests, deposits, reimbursements, P-card records, and any other financial information.
11. Work with the Community Life Director to maintain a system of informing student clubs and organizations on budgets and leading them to a greater understanding of money management and how to carry out financial tasks.
12. Work with the Community Life Director to plan meetings with club and organization leadership to discuss budgets, events and opportunities for growth. Be the main source of club and organization communication from ASNU as needed.

13. Ensure accurate minutes are taken at ASNU Senate meetings. Once minutes are passed, ensure the ASNU website is updated with accurate documents.
14. Assume the duties and responsibilities of the ASNU President in his or her absence or when so directed by the ASNU President.
15. Carry out all other duties as assigned by the ASNU President, Community Life Director and Vice President for Student Development.

Subsection C: 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 the student voice is at the forefront of their projects and initiatives.

Detailed expectations for this team are as follows:

1. Lead ASNU with a shared vision of student advocacy and representation 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, attendance of events and presence on campus.
4. Actively engage and participate in ASNU sponsored programming.
5. Coordinate community discussions, such as Town Halls, as needed. 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 the ASNU Senate and periodically present information that concerns student interests and recommend measures for consideration as they deem necessary.
7. Uphold and abide by the ASNU Constitution and ASNU By-Laws, reviewing and updating when necessary.

Section III: Office Tenure

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

Section IV: Officer Recall and Removal

Subsection A: Officer Recall by the Associated Student Body

An Executive Officer may be recalled by the associated student body according to the following procedure. 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 the ASNU Senate votes to recall the Executive Officer, a letter will be addressed to the student body informing them of the 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 Community Life Director and the Vice President for 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 the ASNU Senate. The matter will be evaluated by the Community Life Director and the Vice President for Student Development who will work with the officer in question and inform the ASNU Senate of their intentions.

Subsection C: Officer Recall by the 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 at a Senate meeting. 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 the ASNU Senate votes to recall the Executive Officer, the matter shall be evaluated by the Community Life Director and the Vice President for Student Development before a final decision is made.

Subsection D: Officer Removal

The Community Life Director and Vice President for 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 V: Office Vacancies

Subsection A: President

In the instance the position of ASNU President is vacant, the ASNU Vice President or Community Life Director shall assume the position and responsibilities of ASNU President.

Subsection B: Vice President

In the instance the position of ASNU Vice President is vacant, the ASNU President or Community Life Director shall assume the responsibilities of Vice President.

Article II: Election of Executive Officers

Section I: Election Task Force

Subsection A: Purpose

The Election Task Force (ETF) is responsible for carrying out elections of ASNU members from the associated student body.

Subsection B: Members

The ETF will be led by the current ASNU President and consist of the current Executive Team and the Community Life Director.

Subsection C: Responsibilities

1. Be familiar with the ASNU election policies and procedures as outlined in Article II, Section II of these By-Laws.

2. Establish a timeline for the election.
3. Screen all candidates in an unbiased fashion in relation to the qualification requirements of each position.
4. In the instance that 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 the 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 the set day for the election.
9. Work with the IT department to 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 II: Election Process

Subsection A: Application

Candidates must submit an application by 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: Ticket System

Candidates may choose to select a running mate and run together on a ticket. Running on a ticket is optional. Candidates who run on a ticket will share a platform and campaign together, but it is not guaranteed that both candidates on a ticket will be elected. Tickets are for campaigning purposes only and shall have no bearing on the voting process (see Article II, Section II, Subsection D).

Subsection C: Campaigning

All approved candidates must attend a mandatory meeting scheduled by the ETF. Approved candidates will receive campaign 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 D: Election

The ballot will be made available to the student body online and will contain a total list of candidates for each office as prepared by the ETF. Candidates will be presented on the ballot in their tickets or as independents. Voters may vote for any two candidates, regardless of tickets.

Details for this process are as follows:

1. If only one candidate runs for a position, the candidate must receive two-thirds of all votes cast for the position. If they do not meet this benchmark, applications must be reopened for other individuals to run for that position, and a second election for that position will be held.

2. If two candidates run for a position, the candidate receiving a simple majority will be elected.
3. 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 to receive a simple majority will be elected. In the instance neither candidate receives a majority, both candidates shall deliver a speech to the 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 a simple majority. In the 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 Community Life Director shall be charged with the task of selecting one of the candidates.
4. Tickets shall have no bearing on the voting process. Students may vote for any two candidates of their choosing, and do not have to keep their votes to one ticket.