

Associated Students of Northwest University Senate By-Laws

Article I: Officers of ASNU Senate	3
Section 1: Qualifications	
Section 2: Duties and Responsibilities	
Section 3: Senator Distribution	
Article II: ASNU Senate Elections	4
Section 1: Election Task Force	
Subsection A: Purpose	
Subsection B: Members	
Subsection C: Responsibilities	
Section 2: Election Process	
Article III: Office Tenure and Vacancies	5
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	6
Section 1: ASNU Senate Meetings	
Section 2: ASNU Senate Actions	
Subsection A: Presentation of a Proposal	
Subsection B: Amendment of a Proposal	
Subsection C: Proposal Motions	
Section 3: ASNU Senate Proposal Ratifications	
Subsection A: Funding Proposal	
Subsection B: Proposal for Official Club Ratification	
Subsection C: Action Proposal	
Section 4: ASNU Senate Committees	
Subsection A: Standing Committees	
Subsection B: Other Committees	
Article V: Student Clubs and Organizations	9

Associated Student of Northwest University Senate By-Laws

Section 1: Definition, Purpose, and Club Chartering

Section 2: Responsibilities

Section 3: Funding

Section 4: Student Clubs and Organizations Violations

Article I: Officers of ASNU 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 (enrolled in at least 12 credits/semester) and maintain a cumulative grade point average of 2.50 or greater before and during time in office. They may not take more than 19 credits at once during their term in office. Petitions may be submitted to the Community Life Director. 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. Directly report to ASNU Vice President.
- B. 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
- C. Read the minutes and agenda and be prepared to discuss and vote on pertinent issues
- D. Actively participate in at least one standing committee
- E. Work on at least one project during each semester of their office term
- F. Think creatively of how to gather student input and be a voice for the student body
- G. Be present and an active member at ASNU sponsored activities
- H. Keep a positive working relationship with other Senators
- I. Carry out all other duties as assigned by the ASNU Executive Team and/or Community Life Director
- J. Failure to uphold duties and responsibilities may result in decrease or loss of scholarship

Section 3: Senator Distribution

Senators shall represent students according to their place of residence during the academic year. Positions shall be filled as follows:

1. One Senator will represent the residents of Guy, Perks, and Crowder residence halls.
2. One Senator will represent the residents of Gray and Beatty residence halls.
3. One Senator will represent the residents of the Student Apartments and FIRS.
4. One Senator will represent Off-Campus Students.

When all positions are filled, there are a total of 4 senators. All senators will be elected by the residents of the living area they are running to represent.

Article II: ASNU Senate Elections

Associated Student of Northwest University Senate By-Laws

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 Senators, the ETF shall consist of the ASNU Executive team, and the Community Life Director; led by the ASNU President.

Subsection C: Responsibilities

1. ASNU President will chair the Senator ETF
2. Be familiar with election policies and procedures
3. Establish an election timeline
4. Screen all candidates in an unbiased fashion in relation to qualification requirements of each position.
5. 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
6. Notify approved candidates and hold a mandatory meeting to inform them of election timeline and campaign guidelines
7. Update guidelines and applications when necessary
8. Enforce campaign guidelines during the election and disqualify candidates who fail to follow guidelines
9. Promote election interest and awareness on and before election day.
10. Create online election pages with the candidates' pictures and short platforms in coordination with the Information Technology department.
11. 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. Candidates may only apply to be the representative of their own living area.
- 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 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 only one candidate is running, then they are elected to the position if more than a simple majority of voting students does not abstain and actively votes for the candidate. Additionally, candidates running unopposed must actively participate in campaigning by attending required meetings and completing campaign tasks before deadlines.

Associated Student of Northwest University Senate By-Laws

2. If more than one candidate is running, the candidate receiving the simple majority shall be elected. In the case of an exact tie, first, the voting should be extended for that living area for an additional 24 hours. If at the end of this 24 hours, there is still an exact tie, then the Executive Officers and Community Life Director shall be charged with the task of selecting one of the candidates.
- E. 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 ASNU Senate By-Laws.

Article III: Office Tenure and Vacancies

Section 1: Office Tenure

Senators are elected in the fall and shall serve one academic school year upon election results. All vacancies shall be filled by a special vote of ASNU Senate in accordance with Article III, Section 2, Subsection C of the Senate By-Laws.

Section 2: Office Vacancies

Subsection A: Resignation of Officers

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

Subsection B: Removal of Officers

1. Senators can be removed if they fail to comply with the duties and responsibilities stated in the ASNU Senate By-Laws or Northwest University Community Handbook. The Community Life Director may consult with the Vice President for 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 Senator may be submitted to ASNU Senate clearly stating how the officer has failed to complete their duties and responsibilities. The proposal shall be put to a vote as detailed in Article IV, Section 2, Subsection A of the Senate By-Laws. If the proposal is passed it shall be evaluated by the Vice President for Student Development and Community Life Director who shall make the final decision.
2. Senators will be held accountable through a three-strike system in order to maintain productivity and integrity. Strikes will be given out at the discretion of the Executive team. Strikes will consist of any of the following:
 - a. Failure to communicate 24 hours prior to missing a Senate meeting
 - b. Failure to meet the weekly requirements of Senate Office Hours
 - c. Failure to communicate prior to being late to a meeting
 - d. Failure to communicate 24 hours prior to missing a one-on-one meeting
 - e. Failure to adhere to Northwest University's Code of Conduct, as defined in the Community Handbook.
 - f. Neglecting to meet any of the duties and responsibilities of a Senator, outlined in Article I Section 2

Associated Student of Northwest University Senate By-Laws

- i. When a strike is received, the Vice President will notify both the Senator and the President.
- ii. Upon receiving three strikes, a meeting will be held between the Senator, the Executive team, and the Community Life Director to reevaluate the Senator's scholarship, workload, and any other variables present.

Subsection C: Replacement of Officers

1. In the instance a Senate position is vacant, ASNU Senate shall make the vacancy known to the associated student body and accept applications as detailed in Article II, Section 2 of the ASNU Senate By-Laws. 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 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.
2. In the instance a Senate position is vacant at the start of the spring semester the Executive Officers and Community Life Director may choose to leave the position vacant for the remainder of the semester. By default, no new election will be held.

Subsection D: Relocation of Officers

1. Upon a Senator moving from one living area to another during a Senator's term, the Senator is still required to represent the living area they were elected to represent. This entails continuing to faithfully engage with and be mindful of their constituents' concerns.
 - a. Therefore, a new Senator position will not be added, and an additional election will not be held.

Article IV: Senate Proceedings

Section 1: ASNU Senate Meetings

ASNU Senate meetings shall be conducted in accordance with the most current edition of Robert's Rules of Order and as detailed below in the ASNU Senate By-Laws. Regular meetings may include approval of the last meeting's minutes, attendance of who is at the meeting, project proposals, funding proposals, announcements, and new business. ASNU 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 Senators plus one. The ASNU President shall preside over the meetings. In case of absence, the ASNU President shall appoint the ASNU Vice President to act as temporary chair. Special business meetings of ASNU Senate may be called by the ASNU President or the Community Life Director at any time with adequate reason and twenty-four hours' notice. In special cases, the ASNU President or the Community Life Director may approve remote attendance for ASNU Senate meetings at their discretion. Additionally, for time-sensitive voting items that do not require in-person discussion, where a remote vote makes sense due to no ASNU Senate meetings scheduled in the immediate future, the ASNU President or the Community Life Director may approve a remote vote for one proposal at their discretion. These remote attendance and remote vote options should only be used when absolutely necessary due to extenuating circumstances.

Section 2: ASNU Senate Actions

Subsection A: Presentation of a Proposal

Associated Student of Northwest University Senate By-Laws

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

1. Adequate time presentation of the proposal.
2. Adequate time for Senators to ask the representative questions about the proposal.
3. Adequate time debate period in which the proposal may be amended as stated in Article IV, Section 2, Subsection B of the ASNU 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 Senator during the debate period of the presentation of a proposal if seconded by another Senator.
2. An amendment is proposed and seconded by another Senator. The Senator proposing the amendment may elaborate on reasoning for proposed amendment.
3. Adequate time for a 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 Senator may move to extend the time in presentation, questions, or debate about a proposal for two minutes. Must be seconded by another Senator.
2. A Senator may move to table a proposal or discussion until a later time. Must be seconded by another Senator and approved voice vote majority.
3. A 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 Senator.

Subsection D: Tie Votes

1. In the case of an even tie after a vote on a proposal, the ASNU President and VP may choose to cast a tiebreaker vote if they so desire. The President and VP share the tiebreaker vote in this circumstance, so they must be in agreement with one another if they choose to use this power. The President and VP should only use this power in rare circumstances and if they both agree that casting a tiebreaker vote is in the best interests of both ASNU and the student body.

Section 3: ASNU Senate Proposal Ratifications

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

Subsection A: Funding Proposal

A funding proposal may be submitted to ASNU Senate by any on-campus club, organization, or any member of the associated student body. The proposal must be submitted to the ASNU President at least 24 hours in advance of the 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 ASNU Senate By-Laws.

Associated Student of Northwest University Senate By-Laws

Subsection B: Proposal for Official Club Ratification

A club which has submitted the required paperwork may send one or more representatives to ASNU Senate for Club Ratification. The proposal must be submitted to the ASNU President at least 24 hours in advance of the ASNU 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 ASNU Senate By-Laws. If the proposal is approved by ASNU Senate, it shall be forwarded to the Community Life Director for final approval.

Subsection C: Action Proposal

A proposal may be submitted to ASNU Senate by any Senator or ASNU Executive Officer for the purpose of receiving the approval and backing of ASNU Senate. The proposal must be submitted to the ASNU 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 ASNU Senate By-Laws. An Action Proposal which has been approved by ASNU Senate shall be undersigned by ASNU 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 ASNU Senate.

Section 4: ASNU Senate Committees

Subsection A: Standing Committees

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

1. Constitution and By-Laws Committee – Shall consist of the ASNU President and at least two Senators. They shall be tasked with reviewing the ASNU Constitution, ASNU Senate By-Laws, and Executive Officers By-Laws and submitting proposals for revision of the aforementioned documents.
2. **Subsection B:** Other Committees

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

1. Student Outreach Committee – Shall consist of an Executive Team Member and at least one Senator. Create and put out graphics and other content relating to ASNU and its subsequent activities on the dedicated ASNU Instagram page. More on social media responsibilities in the Executive By-Laws, Article I Section 2.
2. Incoming Proposals Committee – Shall consist of at least one Senators. They shall be tasked with gathering information and reviewing procedures about non-club funding proposals and action proposals originating outside of the ASNU Senate.

Article V: Student Clubs and Organizations

Section 1: Definition, Purpose, and Club Chartering

A. Definition:

Associated Student of Northwest University Senate By-Laws

1. ASNU Club - 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 - a student group that is connected to and overseen by an academic department that also aims to build community, contribute to student life, and enrich the NU student body by facilitating opportunities for students
- B. All clubs and organizations must submit a New Club Registration form. This form includes a Club Agreement, a Hazing Agreement, a club mission statement, club leadership (with a minimum of two officers), and club membership (with a minimum of six additional non-officer members).
 - C. All ASNU 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 Club Re-Registration form.
 - D. In their first semester, a club is considered to be in “provisional” status, where they can be fully operational but must submit a Club Constitution and Club Logo in order to remain in operation after that first semester.
 - E. 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 registration form, 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. ASNU 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. ASNU clubs and organizations are to maintain 6 (six) current NU students and an NU faculty/staff advisor, fully inform the advisor of all activities, and assume all administrative responsibilities for their club.
- D. ASNU clubs and organizations are required to hold at least one club event per semester, to have an officer representative at all required Club Leader meetings, and to participate annually in You Belong Fair.
- E. ASNU club and organization leaders and advisors are required to respond to ASNU email communication throughout the academic year regarding club and organizations processes.

Section 3: Funding

- A. Every student club and organization that has been endorsed by ASNU may petition the ASNU Senate for funding.
- B. A chartered club or organization may seek funding beyond their pre-allocated funds by submitting an Additional Club Funding Proposal Request and presenting it in front of ASNU Senate. If a Student Club or Organization is not able to present their Additional Club Funding Proposal Request, they may request to reschedule or have a member of ASNU present their proposal on their behalf.

Associated Student of Northwest University Senate By-Laws

- C. Allocated funds and revenue raised by the club or organization is maintained in a budget account and carried over within the current academic year. If a club or organization loses its ASNU charter, all funds will revert to the ASNU Club Fund.
- D. ASNU-allocated funds must be used to sustain the program and must follow any guidelines set forth by the ASNU Executive Team.
- E. Chartered clubs and organizations shall not hold any type of off-campus bank account.
- F. 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.