

# **asw.senate**

## **Senate Charter**

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## **Article I: OVERVIEW THE ASW SENATE CHARTER**

The purpose of the official Associated Students of Westminster Senate (ASW Senate) Charter is to serve as a governing document for the ASW Senators and provide information for other branches of the Associated Students of Westminster and other student body and advocacy efforts at Westminster College. The official ASW Senate Charter is separate from, but ultimately governed by, the Constitution of the Associated Students of Westminster.

- a. The name of this organization shall be the Associated Students of Westminster Senate (ASW Senate).
- b. Power is given to ASW Senate by the students and the Board of Trustees of Westminster College.
- c. ASW Senate is chartered and presided over by the ASW Speaker of the Senate
- d. ASW Senate shall remain consistent with the Constitution of ASW and all other guiding documents.
- e. ASW Senate is the governing and legislative policy-making branch of ASW.
- f. The ASW Speaker of the Senate, the Parliamentarian, and all Senators are responsible for adopting the official Charter of the ASW Senate after approval, and
- g. Members of the ASW Senate have the ability to make amendments to this document with a unanimous vote of all senators. Those amendments will then be presented to the ASW Senate Advisor and Dean of Students for approval. Upon their approval, the Senate will pass the amendments with a two-thirds (2/3) majority vote.
- h. Each year, it will be the responsibility of the incoming Senate and Speaker to review and make changes to the Charter before accepting it for themselves each year.

## Article II. ASW STUDENT ADVOCACY COMMITMENT

The Associated Students of Westminster Senate (ASW Senate) is given power of authority by the Student Body of Westminster in which they serve. ASW is for the good and benefit of the students that it represents. ASW Senate acts within its commitment to serve the student body and to justly act within their powers as defined by the ASW Constitution. Shall an ASW Senator misrepresent the values of Westminster, of ASW or of their student constituency, they may be subject to review of continuing membership.

### SECTION 1. Student Advocacy and Representing the Student Constituency

- a. The ASW Speaker of the Senate shall refer any Senator not in good standing to the Chief Justice, who will review their commitment if Senator is:
  1. acting out of accordance with the ASW Constitution and Oath of Office
  2. Misrepresenting their constituency or having failed to complete their responsibilities as assigned by guiding documents and Student Advocacy Commitment or as relayed by Speaker
- b. ASW Senators are agents of Student Advocacy. Which shall be defined as such
  1. A peer senator that the student body is familiar with and accessible to-- that will act as a forum for student concerns and comments.
  2. The senator fulfills all outlined processes promptly, and responds to communication from Speaker, ASW, and is;
  3. Actively seeking a relationship with their constituents.
  4. To pursue student advocacy, the senator will work to communicate with campus partners and community members to write legislation after becoming as familiar with issues that they seek to resolve as possible.
  5. A sustained commitment is one where a solution is well explored outside of Senate committees, and that equitably represents student interests.
  6. Senators seek solutions and utilize their resources to ensure their legislation is properly informed, without bias, and has been tactfully reviewed.
  7. Senators will maintain regular committee and general session attendance
- c. Senators shall be equipped with knowledge and resources to campus programs and institutions, and be expected to have reasonable knowledge of all ASW Branches

### SECTION 2. The Transition of Senate Bodies, and Upholding Goals

- a. The ASW Speaker of the Senate Shall ensure the transition of all Senate functions, including Senate Committees, whereas in previous years, legislation that is not completed within the authoring Senator's ASW Term may be at risk of being forgotten, or halting progress on a project that might otherwise be beneficial to the student body

- b. It falls within the statute of the ASW Student Advocacy commitment to ensure that all projects are equitably and reasonably transitioned and detailed in writing to the incoming Senate body.
  - 1. While it is not the responsibility of the next year's senate to always continue the previous year's efforts, it is expected of them to commit to progress to the best of their ability and to document and articulate all efforts towards student betterment.
- c. The ASW Speaker shall distribute any documents of previous student advocacy work or legislation in progress to their relevant current committees
  - 1. If the relevant committee no longer exists or has changed names, the transitional documents shall be given to the committee with the most comparable goals and priorities.
- d. All members of ASW should commit to creating and passing on detailed reports from their committees as they stand in the current year, including any ongoing projects or efforts, and any materials needed for the incoming member to continue to smoothly transition into their role within that committee
- e. Transition Guidelines
  - 1. It is the responsibility of the incoming ASW Senators to adhere to the following transition guidelines
    - A. As their first order of business, elect a Senator to serve as the Speaker of the Senate, Parliamentarian, and the Senate Pro Tempore.
    - B. Meet with outgoing ASW Senators to discuss current issues and the business conducted by the Senate over the past year.
  - 2. For outgoing Senators
    - A. Adhere to the transition process as outlined by the Speaker of the Senate, and to assist with any recruitment efforts necessary to fill Senate

## Article III. ASW SENATE

Senators represent students within the academic class, school, or group they were elected to serve. They work to create a campus culture where the Senate acts as a student forum for the concerns, comments, and ideas of the student body.

### SECTION 1. Powers and Responsibilities

The ASW Senators are elected for their commitment to a role that empowers their fellow members of the student body to have a peer source that is recognizable to them, and knowledgeable to the inner workings of campus and ASW.

- a. Senators shall
  1. fulfill the power and responsibilities as outlined in the ASW Constitution and ASW Bylaws, to write legislation that will be beneficial and equitable to members of the campus community.
  2. fulfill the power and responsibilities as outlined in the ASW Senate Charter
    - A. host two committee meetings per month
      - i. Create committee goals for the year and share with the Speaker
      - ii. Share committee meeting minutes with the Speaker
    - B. reply to all speaker communication and email votes in a timely manner two to three (2-3) business days or one (1) day if marked as urgent
    - C. send in all information that the speaker requests by deadlines set – bios and headshots, polo and pay information, etc.
    - D. attend all retreats, gatherings, and social (dates will be determined at the beginning of each semester, and if not, will be chosen democratically through a poll)
    - E. senators shall be equipped with knowledge and resources to campus programs and institutions, and have knowledge of all ASW Branches

### SECTION 2. Eligibility

- a. To be considered for election/appointment, a student must (as outlined in the ASW Constitution)
  1. be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster.
  2. have a cumulative G.P.A. of 2.5 or above and be in good academic standing at the time they are elected or appointed and the duration of their term.

b. To Maintain Senate Seat

1. remain in good academic standing
2. complete duties as outlined in the ASW Constitution and ASW Bylaws and remain in good standing with the Student Advocacy Commitment.
3. have consistent attendance at the monthly General Sessions and committee meetings

- A. if there are three (3) or more unexcused absences, the Senator will be automatically retired

### **SECTION 3. Membership**

Senate is composed of fourteen (14) Senators, who are elected during the General Election in the Spring semester, with two leadership appointments.

a. Senate Seats

1. Senior Class Senator (2)
2. Junior Class Senator (2)
3. Sophomore Class Senator (2)
4. First-Year Senator (2)
5. Non-Traditional Senator (2)
6. School of Business Senator
7. School of Arts & Sciences Senator
8. School of Nursing/Health Sciences Senator
9. School of Education Senator

b. Senate Appointments

1. Speaker of Senate
2. Parliamentarian

### **SECTION 4. General Election for Senators**

- a. The primary election for Senators (i.e., General Elections) takes place in the Spring semester, before the start of the academic year in which they will serve as Senator.
- b. The outgoing Senate body should assist with spreading the word about elections, and should consider incumbency if applicable

### **SECTION 5. First-Year Senator Elections**

- a. First-Year Senator elections and campaigning take place in Fall, or middle of September. All students planning to run must also attend a mandatory candidate meeting.



- b. If the Seats for First Year Senators are not filled, there may be either a special election or they will be considered vacant and an attempt will be made to fill vacancies by Appointment

## SECTION 6. Filling Vacancies

Filling vacancies within the Senate is a high priority of the Speaker of the Senate to ensure proper function of the entire ASW. Senators are the foundation of ASW, as they are responsible for approving many decisions necessary for other branches to function.

- a. Filling Vacancies with a Speaker identified
  - 1. nominations for vacant positions shall be open for at least five (5) working days before being appointed.
  - 2. if at any point there is a vacancy during the year, the Speaker should direct an attempt to fill the vacancy by alerting the student body to the vacancy, and advertising for at least 5 days before there is any attempt to fill the seat.
  - 3. after the vacancy has been properly advertised, the Speaker should hear from candidates that are intending to appoint themselves at a senate meeting.
  - 4. the candidates should then prepare to present a verbal Statement of Intent at the Senate general session.
  - 5. after which current senators will cast a vote to approve or deny the appointment of the vacant seat.
- b. Filling Vacancies if Speaker is not identified
  - 1. if, at the beginning of the year, the Speaker is not yet identified and there are vacancies to be filled
  - 2. a Special Election may be held by the Chief Justice to further fill vacant senate seats until there are at least enough members to call a vote to elect a new Speaker.
- c. Filling Vacancies if no Senators or Speaker is Identified
  - 1. In the case of too few, or no Senators available to hold an election (a minimum of three Senators is needed), and identify a Speaker, ASW leadership should identify a ASW Student Board member to serve in a pro tempore capacity to oversee recruitment of new Senators until enough Senators have been recruited to fulfill a vote in accordance to Robert's Rules quorum.
- d. Special Elections
  - 1. Special Elections may be organized by the Chief Justice.
  - 2. All efforts to recruit and fill positions should be an effort by the entire ASW Organization and members whenever possible

**SECTION 7. ASW Senate Compensation**

- a. ASW Senators are compensated as of the 2019-20 year and compensation for Senators is reviewed annually by the ASW Student Board.
  1. Senators must share their Student ID numbers with the Speaker, who will then pass it on to the ASW Senate Advisor for registration with Student Pay.

**SECTION 8. ASW Senate Attendance**

- a. General Session
  1. Attendance at each General Session is mandatory-- the exception being a use of a proxy and having given a minimum 24 hours' notice to the Speaker.
  2. A Senator is permitted 1 excused absence per academic semester with the use of a proxy.
  3. Upon the third unexcused absence, the Senator will be automatically terminated.
- b. Missing a meeting
  1. A Senator is only allowed to 1 unexcused absence per semester, where the Speaker is given 24 hours' notice
  2. If unexcused absences continue, the Senator will be referred to the Chief Justice for review
    - A. The Senators signed Student Advocacy commitment shall be used as evidence of agreement to commit to duties, and act as a breach of contract if regular attendance is not maintained.
- c. Use of a Proxy by Absent Senator
  1. Proxy
    - A. A Proxy is a stand-in that an absent Senator sends in their place when unable to attend. It is the responsibility of the Senator to locate a proxy and give them the knowledge to be able to successfully stand in their place.
    - B. A proxy will:
      - i. Respect parliamentary procedure.
      - ii. Be informed on their Senators necessary updates that the absent senator would have presented.
      - iii. Be equally able to take notes, abide by procedure and inform the Senator they are standing in for on the information from the General Session.

d. Committee Session

1. Senators must communicate the biweekly meeting dates that their committee will be regularly meeting on to the Speaker

e. Tabling Requirement

1. The Bylaws state that members of ASW Senate shall:
  - A. table at least once per semester as per the regulations outlined in WS 2018.F04 SENATOR COMMUNICATION WITH CONSTITUENTS.
  - B. Tabling should be done for the purpose of gathering students' feedback on a piece of legislation

## **SECTION 9. Code of Conduct**

- a. Senators should behave in ways that are in alignment with the Campus code of conduct.
- b. When officially appearing as an ASW Senator on campus during a general session, tabling, or otherwise representing their constituency, they should be:
  1. Refraining from unnecessary cellphone use
  2. Congenial, appropriately dressed, and respectfully conducting themselves as an advocate for student

## **SECTION 10. Writing Legislation**

Legislation shall either make an internal change within ASW or make a statement about an issue important to the student body or wider community surrounding campus with a resolution.

- a. Resolutions: A formal statement expressing the opinions of ASW about a campus or off-campus issue
- b. Bills: A document detailing a change to be made within ASW. Will indicate how the guiding documents should be edited to reflect this change.
  1. When writing legislation: consider all areas of the community that might possibly be affected by your legislation.
  2. Seek public opinion and equitably consider feedback
- c. Following Procedure
  1. Senators should have legislation turned into the Speaker at least a week and a half before the General Session, or the date decided by the Speaker
  2. Legislation should be reviewed first by;
  3. The ASW Speaker of Senate and the ASW Advisor
  4. the Coordination and Review Committee

d. Format and Style

1. Senators should familiarize themselves with the previous year's legislation, which is accessible by the ASW portion of the Westminster College website.
2. Any Resolution or Bill shall include the following:
  - A. Title
  - B. Committee
  - C. Principle authors
  - D. Sponsors
  - E. Numerical sequence of legislation
  - F. A Preamble, sections of body text, and a "Be it Resolved" conclusion

e. Survey Use

1. Consult with the Speaker and/or ASW Senate Advisor to discuss potential questions for a survey
  - A. Survey questions sent on behalf of the ASW Senate must first be approved by the Speaker
  - B. Senator should consider whether results from survey will provide adequate use and information

f. Tabling for legislation

1. Tabling must be scheduled a week in advance with the Dean of Students office and Events Department
2. When tabling, Senators must conduct themselves in accordance with the Code of Conduct
3. Bribery for participation in survey or discussion is unacceptable

g. Enforcement of Legislation

1. Once legislation is approved, a bill will:
  - A. Have the relevant change be made in the constitution and bylaws, if necessary
2. A resolution will:
  - A. Be broadcast to the wider campus community, for recognition by student body, and other campus leaders
3. Become an ASW Statute
  - A. Directives of the Senate shall be enforced by the ASW President
    - i. and supported in other ASW branches when possible.

## SECTION 12. Passed Legislation

- a. Once legislation is passed, it should be archived for future reference as an ASW Statute.
- b. The following is from the Elections and Transitions handbook:
  1. Passed legislation that seeks to change or amend a specific ASW Guiding Document will be inserted into the organized structure and language of the document with a parenthetical citation of the number and title of the bill or resolution appearing after the change. (For example, a bill that creates a presidential appointment would be added to the Bylaws under Article II, Section 2, and would be followed by (WS 2005.F01: GOVERNMENT RELATIONS CHAIR) as a citation.
  2. In the event that passed legislation does not seek to amend any ASW Guiding Documents and does not fit into the organizational structure of an existing document, it should be organized by the Chief Justice as an ASW Statute.
  3. Making sure it doesn't get forgotten -- contacting the right people
  4. Unfinished legislation

A. Should be documented in Committee transitions

## SECTION 13. Yearly Review Process for ASW Senate Charter

- a. The ASW Senate Charter should be available for review by the current year's Speaker of Senate. The Charter should be reviewed annually, and if deemed necessary, its contents justified before the beginning of the new Senate's year/Fall Semester.
- b. The Speaker should hold a meeting with any returning senators before the official beginning of the academic year, and before all new senators are oriented to discuss and challenge any contents of the charter including these parts:
  1. Committees to use
  2. Speaker determined Senator responsibilities

## Article IV. SENATE COMMITTEES

ASW Senators will serve on a committee that will meet biweekly. Committees are determined by the Speaker at the beginning of the year if deemed necessary to change. No matter the assigned committee, senators are free to pursue writing any legislation that interests them. Although these should align with areas of campus that are most in need.

Former committees include Diversity and Inclusion, Student Relation and Communication, Student Initiatives

Diversity and Inclusion are believed to be topics that should be at the root of all conversations in senate-- or more like how to alleviate injustice to those with marginalized identities on campus Senate should serve to aid the efforts to make the campus an equitable, accountable, and inclusive environment for learning, and community. Senate should encompass these priorities in ALL COMMITTEES.

### SECTION 1. Structure of Committees

- a. Financial Oversight committee will consist of each
  1. Chaired by the DOBA
  2. 2-3 Senators
  3. This committee must remain in place each year. This is not at the Speaker's discretion.
- b. Coordination and Review Committee will consist of
  1. Chaired by the Speaker
  2. 2-3 Senators
  3. Chief Justice, when needed
- c. Inclusion, Diversity, Equity, Accessibility, Sustainability (I.D.E.A.S.)
  1. Chaired by the Parliamentarian
  2. Up to 8/ the rest of the Senate body
  3. Formation of split working groups when necessary

### SECTION 2. Committee Descriptions

1. Financial Oversight Committee (as defined by the ASW Financial Code)
  1. All budgets, expenditures, reports, etc. shall be reviewed on a consistent basis within the committee.
  2. Any piece of legislation with a financial component shall be considered by the committee before reaching the floor.

3. Any ongoing requests shall be brought before the committee for review before being presented to the Senate.
4. This Committee shall prepare a once per semester financial report of ASW in conjunction with the Director of Budgeting and Accounting to be distributed to the entire ASW government.
5. This committee must exist each year
6. Review use of Budget, review applications for use of ASW Funds
7. This committee will focus on all financial matters concerning ASW
8. The Director of Budgeting and Accounting (DOBA) will act as a sitting member of this committee, that offers direction and brings applications of funding applicants for consideration
9. Help DOBA facilitate appointment of one (1) Senator to the Eco-Warrior council

c. Coordination and Review Committee

1. Coordination and Review should be the committee that reviews the legislation coming through Senate before it is able to be presented at, and subsequently voted on during a general session.
2. It is the job of Coordination and Review to see the legislation and review it for any grammatical errors, formatting, and general editing before it is reviewed by the Chief Justice at ASW Judicial.
3. In addition to legislation review, this committee will also assist with any additional coordination within Senate, including communication, General Session assistance, or additional tasks as deemed appropriate by the Speaker.
4. Assists with maintaining order within Senate preparation and processes
5. Chaired by Speaker
6. Will review legislation with Speaker before it is presented to Senate Floor
7. May be given administrative tasks designated by the Speaker, including:
  - A. Email Communications
  - B. Creation of Posters
  - C. Help with Senator Recruitment, filling Vacancies
  - D. Planning of Senate Specific Events

d. I.D.E.A.s Committee

1. This committee stands in place as a D.E.I. effort focused group, which forms the main working groups of legislation and initiatives.
2. The values represented in the IDEAS acronym are indicative of just goals for the community. The acronym also serves as a reminder to senators to incorporate these values into their work.
3. Chaired by Parliamentarian
4. Senators should be directed to have conversations about their common goals, what issues they have the power to solve, and also act as a check and balance for the ASW and broader Westminster community. It should seek to serve Justice.

5. All remaining Senators compose this seat, and working groups are formed that prioritize the goals and ideas of Senators, within the IDEAS framework

### **SECTION 3. Appointment of Committees**

- a. Speaker will use their own discretion of how members of the senate are assigned to committees, but they should either be
  1. Selected by ranking
    - A. Senators will indicate their interest in committees.
  2. Selected by Speaker
  3. Arising as project-based working groups

### **SECTION 4. Working Groups**

- a. Senators should not be confined to their committees within their ideas for writing legislation.
- b. Senators should instead work on projects that they see as top priorities in the eyes of their student peers as being most pressing to address on campus
- c. Committees may work together, or Senators may work across committees aligning with interest in working on addressing the issue together
  1. In this case, a Working Group should be formed
    - A. Senators should attend their working groups in addition to their regular committee, unless otherwise deemed necessary by Speaker



## Article V. THE SENATE GENERAL SESSIONS

The Associated Students of Westminster Senate (ASW Senate) shall hold general session meetings monthly during the academic year that will serve as a public forum for students and will hear and pass policy and oversee necessary budgetary processes. In properly maintaining consistency of the general sessions through different leadership, these general sessions, held by ASW Speaker and Senators shall operate under the following specifications:

- a. The ASW Speaker of Senate shall plan, oversee, and chair each monthly senate meeting. They have the power to call and adjourn the senate.
- b. There will be eight (8) general session meetings within the academic school year. The first should be held in August and will continue at a consistent date of the month decided at the discretion of the Speaker.
- c. The purpose of the public ASW Senate General Session is to allow for members of the public to access information about the internal actions and problems facing ASW.
  1. For this reason, the General Session shall be accessible by virtual access-- be that Teams, Zoom, or another digital platform.
- d. The public comment section of each meeting enforces an equal opportunity for members of the student body to appear and address their concerns, questions, or ideas to the ASW Senate regarding legislation or other concerns.
  1. If there is legislation to present, public comment is held for 3 minutes after each legislation presented.
  2. If there is no legislation to present, public comment is held for 10 minutes, if needed, before the adjournment of the General Session.

### SECTION 1. Procedures

- a. Agenda
  1. The Speaker creates the agenda to the General Session and distributes it to all Senators, the ASW Student Board, and the Forum 1 week in advance
  2. The Agenda and the Minutes will be sent to the Executive Creative Director within 48 hours post-meeting to post to the website.
- b. Minutes
  1. Minutes are taken by the ASW Parliamentarian during the General Session. Minutes shall inform any reader of the business contained within the General Session, including:
    - A. Time of Call to Order and of Adjournment
    - B. Any motions for a vote
    - C. Results and names of members involved in vote

- A. Condensed brief of any updates by Speaker, and board members, committees, then Advisor
  - D. Record and details of fund applicants and project descriptions
- c. Set up and Takedown
  - 1. The Parliamentarian should assist with the General Session set up and take down, and be available for assistance to the Speaker before the meeting as necessary
  - 2. Set up includes the following
    - A. Use of virtual meeting tool to ensure accessibility to the broader campus
    - B. Placement of identification cards at minimum for public, and for Senators

## **SECTION 2. Technology Use**

- a. Each General session shall be accessible by virtual video conferencing
- b. Senators shall be allowed access to participate remotely in the general session, provided they do the following
  - 1. Notify the Speaker of this accommodation at least 48- hours ahead of General Session
- c. Retain visual presence by having the camera turned on, unless otherwise arranged with Speaker
  - 1. Senators shall remain present, professional and not distracting from the meeting and behave as if they were physically present

## **SECTION 3. Robert's Rules**

- a. ASW Senate operates under Robert's Rules of Order
- b. Robert's rules enforcement is led by Speaker, with assistance from the Parliamentarian
  - 1. Any error in Robert's rules should be caught by the Parliamentarian, and remedied within the meeting
- c. Senators should be familiar with making motions, and using Robert's rules to debate any items of business on the agenda
  - 1. Anyone non-senator in attendance, including ASW Student Board Members, members of the public, or the ASW Senate Advisor may only participate in debates abiding by Robert's Rules, unless a Senator yields their time to the non-senator wishing to add to the debate

2. Time may be yielded once to a non-senator once by Speaker recognition and approval. They are timed for 2 minutes to Speak
  - A. Additional time for the same participant must be approved by simple majority vote of the Senate body

## Article VI. THE SPEAKER OF SENATE GUIDE

The Speaker is elected for the purpose of chairing the general sessions, organizing, and communication within the Senate, serving on the ASW Student Board and ensuring the functionality of Senate operations.

### SECTION 1. Election of Speaker

- a. The Speaker is elected at the first Senate session following the traditional, regular election cycle. This meeting is typically held in April, and the final directive of that session shall be to elect the next academic year's Speaker of Senate
- b. The Speaker is elected by a vote of fifty plus one, or a majority vote.

### SECTION 2. Powers and Responsibilities

- a. According to the ASW Bylaws
  1. serve at least eight (8) hours in the ASW Office weekly, including two (2) publicly posted hours.
  2. abide by all provisions outlined in the Constitution.
  3. recommend any member of the Senate not in good standing to the Chief Justice; and
  4. call on outside representation when necessary to further inform Senators.

### SECTION 3. Senate Training

- a. The ASW Speaker of Senate shall hold a Senate Training and Orientation during the ASW Retreat with all branches
  1. If the ASW Retreat is not held, the Speaker will hold their own Orientation during August, before the start of the Fall Semester
- b. Appointed Senators must be trained at the soonest availability of both parties, with speed to orient before the appointed Senator's first General Session
- c. The following are important areas in which the Senator must be familiar with and trained on:
  1. How to write legislation
    - A. Difference between Resolutions and Bills, and when to use them
  2. Meeting conduct, attendance, and responsibilities
  3. Robert's Rules of Order
  4. Financial Code
  5. Branch Relations and Campus bodies/leaders

**SECTION 4. General Session Conduct and Planning**

- a. The location of the general session is at the decision of the Speaker.
- b. The sessions agenda should be created as early as possible
  - 1. Agendas must be distributed for two (2) days prior to consideration and discussion, with amendments to the; agenda permitted by a majority vote

**SECTION 5. The Forum**

- a. The Speaker should establish a connection with the Editor-in-Chief of the Forum at the beginning of the year to discuss relationship expectations, and transparency
- b. The Forum typically sends a reporter to each general session
  - 1. Often, members of The Forum are assigned to write a story regarding the student government. This lines up well with the monthly General Sessions and helps to advertise the events within Senate
  - 2. Members of the Forum will take photos during the general session, so it is necessary to receive the consent of the participants of the general session for their photos to be taken. Conduct this agreement as a verbal acknowledgment, and open the floor for any objections or other requests
  - 3. If conducting the meeting virtually, the same consent must be taken.
  - 4. Whether in person or online, the meeting should be recorded via Microsoft Teams or using the OWL

**SECTION 6. Filling Vacancies**

- a. Nominations for vacant positions shall be open for at least five (5) working days before being appointed.
- b. The Speaker shall lead the effort to fill vacant Senate seats during the year, by various strategies and use of ASW Board for assistance in recruitment

**SECTION 7. Advertisement**

- a. The General session should be advertised at least a week prior to the meeting

**SECTION 8. The Budget**

- a. In April of the Spring semester, the new ASW student board gathers together to determine the ASW Budget. Then, at the April Senate meeting, the new senators have the opportunity to review the budget, suggest changes, and either vote to approve or not.
- b. During this budget meeting, the Speaker should consider the usage of the year prior's money, and also the future need for the following:

1. Meeting food
2. A swag item for Senate
3. Student Awards
4. Orientation folders

## **SECTION 9. SPEAKER TRANSITION**

- a. The Speaker shall transition under guidelines directed by the Chief Justice and/or the ASW Student Board.

## Article IV. PARLIAMENTARIAN GUIDE

The ASW Parliamentarian shall serve as a right hand to the Speaker, to assist in management and facilitation of procedures, including parliamentary procedure, directing roll call during the general session, writing meeting minutes, distributing them after the session, and chairing the IDEAS committee, to direct the dissent and organization of working group committees. They will relay information back to the Speaker, and work to unify the Senate.

### SECTION 1. Election of Parliamentarian

- a. The Parliamentarian should be elected alongside the Speaker of the Senate
  1. The vote should be held within the Senate at the same session as the election of the Speaker and should be a separate election. After the election of the Speaker, the floor should be opened for any candidates of the Parliamentarian position, and an election by majority vote held.
    - A. Potential candidates for election may be identified by self or peer Senators nomination.
  - b. If the parliamentarian position becomes vacant during the Senate year, a special election will be held within the existing Senate body.
    - A. The Parliamentarian will be elected by a vote of fifty plus one, or majority vote.
  - b. If the Speaker of the Senate steps down or is otherwise unable to serve, the Parliamentarian will become ASW Senate Pro Tempore until a new Speaker is selected and sworn in.

### SECTION 2. Parliamentarian responsibilities, according to Bylaws:

- a. The Parliamentarian shall (from SECTION 4. Of Bylaws)
  1. ensure that all ASW Senate meetings are conducted in accordance with Robert's Rules of Order.
    - A. remove any Senator or audience member from the Senate floor upon violation of Robert's Rules or, hold a vote to determine whether someone is to be removed only after the objection of another Senator.
  - b. be responsible for keeping time on discussions and line items.
  - c. temporarily chair the meeting as ASW Senate Pro Tempore if:
    - A. the Speaker of the ASW Senate is absent, or otherwise unable to perform their duties.

- d. record minutes for each meeting and distribute the minutes to the Speaker of the ASW Senate, to be distributed to the ASW Senate in a timely manner.
- e. attend student board meetings as an honorary guest per the request of the
- f. Speaker of the Senate; and
- g. complete other duties as assigned by the Speaker of the Senate.

### **SECTION 3: Speaker assigned duties:**

- a. The Parliamentarian is tasked with duties as assigned by their presiding Speaker of Senate, to ensure smooth functions of Senate and the General Session:
- b. Direct roll call during Senate General Session.
- c. Write minutes of each general session.
  - 1. Minutes should give enough detail and information so that someone who did not attend the meeting would know exactly what happened and when.
- d. Act as a designated motion-maker if there are silences longer than 3-5 seconds where a motion should be made.
- e. Offer feedback, suggest ideas to the Speaker for Senate efficiency.
- f. Lead the IDEAS committee.
  - 1. help natural working groups form, direct efforts.
- g. Conjointly create a resolution alongside the Speaker
  - 1. talk about national events that campus/ASW should take a stance on for the benefit/comfort of students.
- h. Lead creation of general session advertisements and solicit ECD for their approval and distribution of meeting posters and online material.
  - 1. Distribute graphics to ECD at least two weeks prior to the general session.
- i. Assist Speaker in rotating attendance at all committees if needed.
- j. Attend Student Board meetings as requested.



## Article VIII: SENATE RESOURCES

The successful ASW Senator will utilize all resources to the best of their ability to promote the student constituency. The ASW Student Board is one of those resources, with the branches offering different ways that they typically will interact with the Senate. The section below details the ways that senators may utilize the community to enrich their pursuits.

### SECTION 1. Senate Relationships with Academic Deans

- a. Senators representing an academic major should make an attempt to connect with their associated College Dean to have a conversation, the College Deans are listed below:
  1. Bill and Vieve Gore School of Business
  2. School of Nursing Health Science
  3. School of Arts and Sciences
  4. School of Education
  5. Honors College

### SECTION 2. Board Relations

Members of the ASW Student Board and ASW Senators should work to ensure as much branch collaboration as possible, especially outside of the monthly General Session.

### SECTION 3. ASW Executive

The ASW Senator should see the President and Vice President as valuable resources in which they can request to meet with them for their opinions and knowledge concerning the senators' legislation

- a. The ASW President:
  1. meets monthly with the President of the college. This relationship may allow the president to share information or connections they may have regarding your legislation.
  2. Must attend the Senate General Session and prepare updates to present to the Senate body
  3. Should be available as a resource of information and network connections to the senators
  4. Shall make happen Senate's passed legislation
- b. The ASW Vice President:
  1. Much like the President, the vice president likely has many resources and connections which may be helpful to Senate in their working on legislation the connections may include the following:

- A. Alumni Board and relations
  - B. Environmental groups
  - C. Various others
- 2. Must attend the Senate General Session and prepare updates to present to the Senate body
- 3. Should be available as a resource of information and network connections to the senators

## **SECTION 4. ASW Judicial**

- a. ASW Judicial is responsible for holding elections. The Chief Justice manages a timeline for elections and monitors the campaigns for constitutionality.
- c. All members of the Judicial Council must appear at the soonest available General Session for confirmation and approval of Senate
- a. Judicial Council members are appointed by the Chief Justice, and therefore do not need to present a statement of Intent in order to be confirmed.
  - 1. Judicial Council members may be elected by a simple majority vote
  - 2. The Chief Justice shall see all legislation written by ASW Senators before it is considered at the monthly General Session. The team of Chief Justice and Judicial Council will review the legislation for constitutionality, and then approve it to move forward to presentation and debate on the Senate floor
- C. Must attend the Senate General Session and prepare updates to present to the Senate body

## **SECTION 5. Director of Budgeting and Accounting**

- a. Director of Budget and Accounting
  - 1. The DOBA shall:
  - 2. Present updates at the monthly general session
  - 3. Serve as a non-voting member of the Financial Oversight Committee
  - 4. Present a monthly budget report to the Senate
  - 5. Communicate with the Speaker about fund requests
  - 6. Appoint a Senator to the Eco-Warrior Council
- b. The Speaker of Senate shall be in communication with the DOBA to discuss the ASW reserve fund as well as to coordinate with the fund requests that come through and use the General Fund budget.
- c. The DOBA shall operate the following funds. It is a crucial responsibility of Senators to understand the ASW Budget, as well as the various funds, including:

1. The General Fund is a fund that is allocated money at the ASW Budget meeting in April. It usually begins at an amount between \$5,000-10,000. This fund is set aside for the Senate to spend at Senate meetings at their discretion.
2. The ASW Reserve Fund is a fund that consists of all ASW money that has not been spent in annual budgets and rolled over.
3. The ASW Accessible Reserve Fund is a fund that the DOBA created in fall 2019 to make the Reserve Fund money more accessible. Previously, those funds could only be accessed through running the entire ASW budget negative. For the 2019-20 year, the DOBA put \$15,000 into that fund.

## **SECTION 6. ASW CLUBS**

### **a. Clubs President**

1. Must attend the Senate General Session and prepare updates to present to the Senate body

## **SECTION 7. ASW CREATIVE**

- a. The Executive Creative Director
- b. The Speaker and Parliamentarian should ensure that all agendas, minutes, and legislation are distributed to the Executive Creative Director
- c. Shall be available for ad requests 2 weeks ahead of time
- d. Website updates as necessary
- e. Must attend the Senate General Session and prepare updates to present to the Senate body

## **SECTION 8. ASW EVENTS**

### **a. Events President**

1. Must attend the Senate General Session and prepare updates to present to the Senate body
2. To submit ASW Events budgets to the Senate's Budget Committee once per year at the Spring Budgeting Session.
3. Work with senators to allow them work on at least two (2) ASW Events activities per semester

**ASW Senate Student Leader Advocacy Commitment**

This AGREEMENT is entered into the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Dean of Students Office, and all ASW elected and appointed positions as identified below.

IN CONSIDERATION of the mutual promises set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Dean of Students Office hereby engages the ASW member as identified below to act upon the duties and obligations that have been assigned to them, as listed below. Failure to fulfill the assigned duties and obligations as determined by the Dean of Students Office and/or ASW Senate will result in the review of the ASW member. Action may be taken to impeach leaders who do not adequately fulfill these duties or to find alternatives to their commitment

Name: \_\_\_\_\_

Title, and branch of ASW: \_\_\_\_\_

Passed the Constitution test? (circle one):    Yes    No

Commitments (please initial each):

I hereby agree to be accountable to the actions that are necessary steps to producing legislation (meeting with Speaker, Advisor, any relevant Deans, and members of the impacted community)  
Initial: \_\_\_\_\_

I agree to and being an informed member of ASW, knowledgeable to processes within Senate, and to general branch knowledge of the wider ASW.  
Initial: \_\_\_\_\_

I will speak with nuance and neutral respect to my peers after assessing my personal biases to the best of my abilities.  
Initial: \_\_\_\_\_

I understand that all members of ASW are expected to collaborate with their constituents, fellow Senators, and other relevant ASW members wherever possible for the largest campus goal of unity.  
Initial: \_\_\_\_\_

All directives within the Senate must conduct conviviality, and be for the greatest good of campus. Those who may be impacted in the slightest must be made aware out of respect and intentionality.  
Initial: \_\_\_\_\_

I will adequately fulfill all requirements, and responsibilities as outlined in the Constitution, Bylaws, Senate Charter, and as assigned by the Speaker of the Senate.  
Initial: \_\_\_\_\_

I have read and agree to all the terms as written in this Agreement.

Senator Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ASW Speaker of the Senate Signature: \_\_\_\_\_ Date: \_\_\_\_\_