



## **Associated Students of Woodbury University (2016 – 2017) By-Laws**

### **I. Qualifications and Duties of the ASWU Executive Board**

- A. ASWU Executive Board duties shall include but are not limited to the following:
  - 1. Holds the ASWU position as the sole key leadership position on campus during the entire term of office, with the exception of a temporary role in the event of a vacancy of an ASWU Executive Board position,
  - 2. Maintains a cumulative GPA of 2.8 throughout the term of office,
  - 3. Exhibits a positive image within the Woodbury community,
  - 4. Attends Executive Board and Assembly meetings, retreats, and other functions,
  - 5. Meets with the University President, at least once a semester. If not, meet with the Vice President of Academic Affairs,
  - 6. Meets with the ASWU Advisor at least once a month,
  - 7. Visibly supports all or most student organization functions by attending at least 25% of OAC events,
  - 8. Each officer, except for the President, has the voting power of one, and
  - 9. Each officer are non-voting OAC members.
- B. The duties of the President shall include but are not limited to the following:
  - 1. Official representative for ASWU Assembly and the undergraduate students,
  - 2. Chairs and administers operation of the ASWU Executive Board and ASWU Assembly,
    - i. Has the authority to call Executive Board and Assembly meetings, and
    - ii. Casts the deciding vote in case of a tie,
  - 3. Coordinates retreats and transition sessions for ASWU members with the ASWU Advisor,
  - 4. Chairs the Elections Committee,
  - 5. Represents students' interest to the Woodbury University community, including but not limited to the Board of Trustees, administration, staff, faculty, organizations, and others as necessary,
    - i. Presents State of the Student Government and State of the Student Organizations during Board of Trustee Meetings.

6. Sits on and has the authority to recommend members of the ASWU Assembly to University committees and councils,
  7. Meets with the ASWU Advisor and Executive Board weekly,
  8. Meets with the ASWU Advisor and Executive Board to evaluate performance at the end of each semester,
  9. Enforces the ASWU Constitution, By-laws, and OAC Guidelines,
  10. Has the authority to recommend that the legislation of the ASWU Constitution be revised,
  11. Performs other duties as assigned by the ASWU Assembly or ASWU Advisor, and
  12. Can only hold this position for a maximum of two years.
- C. The duties of the Executive Vice-President shall include but are not limited to the following:
1. Records the actions of the ASWU Executive Board, the ASWU Assembly, and OAC through minutes and makes those minutes available to the Woodbury community,
  2. Maintains and distributes active records of the ASWU Constitution, By-laws, roster, committee lists, and other documents created by ASWU,
  3. Manages communication of all ASWU information with the ASWU Assembly,
  4. Co-coordinates ASWU awards with the Vice-President of Marketing and the Vice-President of Student Organizations,
  5. Meets with the ASWU Advisor and ASWU President to evaluate performance at the end of each semester,
  6. Oversee the internal operations of ASWU, which includes ASWU recruitments,
  7. Manages ASWU Senators, Interns, and Project Managers,
  8. Performs other duties as delegated by the ASWU President, the ASWU Advisor, and the ASWU Assembly, and
  9. In the event that the President may not fulfill their duties, the Executive Vice-President shall take over the duties as President.
- D. The duties of the Vice-President of Finance shall include but are not limited to the following:
1. Chairs and coordinates the ASWU Organizational Allocations Committee,
  2. Coordinates training for the ASWU OAC members,
    - i. Determines eligibility for funding and reviews of all funding requests,
    - ii. Verifies reconciliation of allocated funds, and
    - iii. Manages all ASWU finances and serves as a financial advisor for the ASWU Assembly,
  3. Maintains written account of all financial transactions and presents information to the ASWU Executive Board and ASWU Assembly monthly or by request, and to the ASWU OAC as appropriate,
  4. Distributes ASWU fees in accordance with the ASWU Constitution and By-laws,
  5. Enforces the ASWU Constitution, By-laws, and Standing Rules regarding funding procedures,
  6. Creates a budget for each position, and
  7. Performs other duties as delegated by the ASWU President, ASWU Advisor, and the ASWU Assembly.

- E. The duties of the Vice-President of Marketing shall include but are not limited to the following:
1. Manages all publicity and outgoing information concerning ASWU events,
    - i. ASWU website,
    - ii. Social media, and
    - iii. Other forms of communication, such as a monthly pamphlet regarding updates,
  2. Responsible for advertising the ASWU organization to the University,
  3. Manages and oversees all promotional items for ASWU,
  4. Maintains creative control with the input of the ASWU Executive Board and ASWU Advisor, and
  5. Performs other duties as delegated by the ASWU President, ASWU Advisor, and the ASWU Assembly.
- F. The duties of the Vice-President of Student Organizations shall include but are not limited to the following:
1. Always in consistent communication with the Program Coordinator of Student Life or a designated Office of Student Development Staff Member,
  2. Holds organizations accountable for:
    - i. Weekly attendance,
    - ii. Following OAC Guidelines,
    - iii. Weekly reports, and
    - iv. All OAC paperwork,
  3. Helps coordinate all organizational fairs,
  4. Helps coordinate officer training with the Program Coordinator of Student Life or a designated Office of Student Development Staff Member,
  5. Maintains updated rosters for all organizations,
  6. Co-chairs OAC and is knowledgeable about all policies and procedures of OAC, and
  7. Performs other duties as delegated by the ASWU President, ASWU Advisor, Program Coordinator of Student Life or designated Office of Student Development Staff Member, and the ASWU Assembly.
- G. The duties of the Vice-President of Student Life shall include but are not limited to the following:
1. This person will also serve as the Campus Activities Board chair and over see the rest of the members of the Campus Activities Board,
  2. Develops and maintains all ASWU programs related to student life,
  3. Coordinates the planning of:
    - i. AS-You Day,
    - ii. One large-scale event in the Fall and Spring semesters (such as “Atmosphere” or “Woodstock”), and
    - iii. Welcome Week,
  4. Works with the Vice President of Marketing for all publicity and marketing of events,
  5. Develops new events based on student needs,
  6. Establishes ties with the Greater Los Angeles and Burbank community,
  7. Plans at least two events per month for the student body, and

8. Performs other duties as delegated by the ASWU President, ASWU Advisor, ASWU Campus Activities Board Advisor, and the ASWU Assembly.

## **II. Qualifications and Duties of the ASWU Assembly**

- A. The duties of all Assembly Members (Senators, Interns, and Project Managers) shall include but are not limited to the following:
  1. Maintains a cumulative GPA of 2.8 throughout the term of office,
  2. Must exhibit a positive image within the Woodbury community, and
  3. Attends all Assembly meetings, retreats, and functions (see Attendance Policy), and
  4. Should attend a minimum amount of three OAC funded events per semester and report for the following Assembly meeting, not including your own organization that you are involved with.
- B. The duties of the Senators shall include but are not limited to the following:
  1. Obtains input from respective constituents by means of formal and informal channels, networking, etc.,
  2. Participates in ASWU-sponsored student forums to raise issues pertinent to the student body, and provides closure with students, faculty, staff, administration, or other parties,
  3. Meets with the respective Deans and Chairs of their Senate positions during focus groups or one-on-one meetings bi-monthly,
  4. Shall write a weekly senate report to be turned in to the Executive Vice-President and their Dean and/or Chair,
  5. All reports are to be emailed the night before the scheduled Assembly meeting time,
  6. Holds only one ASWU Senate position during a term of office,
  7. Each Senator has the voting power of one, and
  8. Performs other duties as delegated by the ASWU President, ASWU Executive Vice-President, ASWU Advisor, ASWU Assembly, and the respective Dean and/or Chair.
- C. The duties of the Interns shall include but are not limited to the following:
  - a. Participates in ASWU-sponsored student forums to raise issues pertinent to the student body, and provides closure with students, faculty, staff, administration, or other parties,
  - b. Visibly supports all or most student organization functions,
  - c. Meets with the respective Executive Board member as needed, and
  - d. Performs other duties as delegated by the ASWU President, ASWU Executive Vice-President, ASWU Advisor, ASWU Assembly, and the respective Executive Board member.
- D. The duties of the Project Managers shall include but are not limited to the following:
  - a. Charged with the planning and execution of a project determined by the Executive Vice-President,
  - b. Communicates with the Executive Vice-President on a weekly basis via emailed weekly reports, and
  - c. Performs other duties as delegated by the ASWU President, ASWU Executive Vice-President, ASWU Advisor, and the ASWU Assembly.

### **III. Duties of the ASWU Advisor**

- A. The duties of the ASWU Advisor shall include but are not limited to the following:
  - 1. Attends ASWU Executive Board and ASWU Assembly meetings,
  - 2. Meets with the ASWU President on a weekly basis,
  - 3. Approves ASWU financial transactions,
  - 4. Meets with Executive Board members individually once a semester or as often as deemed necessary,
  - 5. Coordinates leadership training for ASWU Executive Board and ASWU Assembly, and
  - 6. Verifies GPA eligibility of Executive Board and ASWU Assembly Members with the Registrar's Office.

### **IV. Duties of Student Organization Representatives**

- A. The president or designated appointee of all student organizations is required to attend all ASWU Assembly meetings.
  - 1. Only viable excuses for not being a representative:
    - a. Class conflict,
    - b. Internship conflict (for school credit), or
    - c. Those who hold a position in the senate or the Executive Board.
- B. In order to be a recognized organization at the university, it is a requirement to have a representative at all meetings.
- C. The duties of the Student Organizations Representatives shall include but are not limited to the following:
  - 1. Submit event reports to the Vice-President of Student Organizations by the next Assembly,
  - 2. All paperwork must be submitted on time based on the dates given by the Vice-President of Finance and the Vice-President of Student Organizations, and
  - 3. Representatives have a single vote equivalent to that of the assembly.
- D. A maximum of \$200, divided from the excess OAC funds, will be paid to each organization as an incentive at the end of the Fall and Spring semesters.
  - 1. The incentive is based on the availability of funds, and
  - 2. The incentive is based on the Organization Representative's attendance and performance of duties.

### **V. Attendance Policy**

- A. The attendance policy for ASWU Assembly Members (Senators, Interns, and Project Managers) are as follows:
  - 1. It is the responsibility of all ASWU Assembly Members to be aware of all meeting dates, times, and locations,
    - a. If an ASWU Assembly member is not able to attend a meeting, that member is responsible for contacting the Executive Vice-President in advance to give a notice and reason for the absence, and
    - b. It is the Assembly member's responsibility to give the Executive Vice-President a two-hour notice if a meeting will be missed,

2. Failure to attend ASWU meetings by Assembly Members will result in the following:
  - a. Three unexcused absences will result in the full loss of the ASWU stipend and the loss of the position,
  - b. Two unexcused absences will result in written warning and 50% loss of the ASWU stipend,
  - c. One unexcused absence will result in a verbal warning,
  - d. Three unexcused tardies are equivalent to one unexcused absence,
  - e. Five unexcused tardies is equivalent to two unexcused absences,
  - f. Seven unexcused tardies is equivalent to three unexcused absences,
  - g. Missing one ASWU retreat is equivalent to two absences, and
  - h. Missing ASWU transition sessions, workshops, or toher mandatory functions will be left to the discretion of the ASWU Assembly.
- B. The attendance policy for ASWU Organization Representatives are as follows:
  1. Failure to attend ASWU meetings by campus organizations will result in the following:
    - a. Three unexcused absences are equivalent to the loss of all OAC funding and will not be recognized as an organization on campus,
    - b. Two unexcused meetings are equivalent to the loss of 50% of OAC funding of the total amount requested,
      - i. If the two unexcused absences have occurred after all organization's events have taken place, then the 50% loss of OAC funds will be applied for the following semester,
    - c. One unexcused absence is equivalent to a loss of 25% of all OAC funds,
      - i. If the unexcused absence has occurred after all organization's events have taken place, then the 25% loss of OAC funds will be applied for the following semester,
    - d. Three excused tardies is equivalent to one unexcused absence,
    - e. Five excused tardies is equivalent to two unexcused absences, and
    - f. Seven excused tardies is equivalent to three unexcused absences.
  2. Organization Representatives must stay for the entire duration of the meeting, otherwise it will be counted as an absence.
  3. The ASWU Executive Board shall provide a weekly attendance status.

## **VI. Conduct and Standards**

- A. ASWU Assembly Members should act in accordance with Woodbury University's conduct guidelines. Elected ASWU members are representatives of the student body and must exercise good judgment when fulfilling the duties their positions entail.
- B. If an Assembly member is founded to be engaging in unbecoming behavior while serving in this capacity, the Assembly shall recommend the member for review.
- C. Unbecoming behavior includes, but is not limited to:
  1. Disregard for the ASWU Attendance Policy,
  2. Attending ASWU sponsored functions while under the influence of alcohol or illegal drugs, and/or
  3. Failing to comply with Woodbury University's current Student Code of Conduct, policies, and procedures.

**D. Behaviors/Norms:**

1. Trust – not talking about each other,
2. Effective Communication – points of contact (email, one-on-one, website, text, Facebook, etc.),
3. Respect – respect other opinions, even if your opinion is different (consensus),
4. Being Present – no side conversations, texting, computer surfing,
5. Being Active – be an active participant in ASWU, and
6. Confidentiality – what happens in ASWU meetings stay in ASWU for personal issues.

**VII. Election Guidelines and Procedures**

**A. Procedures**

1. The Elections Committee shall establish an official timeline for applications, advertising, etc. at least two weeks before ASWU application are available.
2. Election of the ASWU Assembly shall be determined by the Elections Committee during the Spring semester.
3. Vacant Executive Board positions must be filled by the second week of the Fall semester by appointment.
  - a. If the President's seat is vacant, the Executive Vice-President will assume the role as President. The Executive Board will then need to appoint a new Executive Vice-President. The replacement shall be determined by the nomination and appointment of an ASWU Assembly member by a majority vote of the ASWU Assembly.
    - i. If a vacancy occurs in any Vice-President positions, a replacement shall be determined by the nomination and appointment of an ASWU Assembly member by a majority vote of the ASWU Assembly.
    - ii. If a vacancy occurs in the ASWU Senate, a replacement may be appointed and sworn-in by the ASWU Assembly.
4. ASWU Executive Board members cannot endorse any candidates running for office.

**B. Application Process**

1. Verification of all application qualifications shall be documented before the nominee becomes an official candidate for office. All candidates must hold the required 2.8 cumulative GPA as verified by the ASWU Advisor and Registrar's Office.
2. Applications must meet all deadlines set by the Elections Committee. No campaigning may begin until all requirements have been met.
3. Persons running for an ASWU Executive Board position must have at least one semester experience in one of the following at Woodbury University:
  - a. ASWU Assembly,
  - b. ASWU Campus Activities Board,
  - c. ASWU Organization Representative, and/or
  - d. Returning Student Leader.
4. Students may not run for more than one ASWU position in any elections.

5. All candidates are required to attend one candidate information session. This meeting is intended to clarify any and all questions concerning rules and regulations of the election process, position requirements, and duties. The Elections Committee shall organize these sessions. If a student cannot make an information session for valid reasons, a special appointment may be made with one or more Elections Committee members to review the information.
  6. The Elections Committee shall have the final say in determination of eligibility.
- C. Candidate Conduct
1. All candidates must be in good standing with ASWU Constitution and By-laws.
  2. Each candidate and their campaigning team, hereafter referred to only as the candidate, will be held responsible for their own conduct, compliance with the Elections Guidelines, and posting policies of ASWU and Woodbury University.
  3. No campaigning in line on the designated Elections Day.
  4. A maximum of \$50 may be spent on any one candidate's campaign. All receipts are due to the Elections Committee by the tabulation of votes on the last day of open polls.
  5. Disqualification of candidates:
    - a. In the event that a candidate has been charged with violating these Elections Guidelines established by the Elections Committee, a hearing shall be held to determine the validity of the charge(s), and
    - b. The Committee may disqualify candidates for violations.
- D. Ballot Formation
1. Only those candidates registered through the application process and certified eligible by the Elections Committee shall be placed on the ballot.
  2. Candidates shall be placed on the ballot according first to position then alphabetical order by last name.
  3. Any other special voting may take place on the annual ballot of the Elections committee grants permission at least two weeks prior to elections.
- E. Election Results
1. Only the Elections Committee, the Advisor or his/her designee may be present during the tabulation of the votes.
  2. The Elections Committee shall notify candidates immediately following the vote tabulation.
  3. In the event of a tie, a run-off will be held within a week, with the same election rules applicable. A simple majority vote shall designate a winner.
  4. Preservation of Records
    - a. After the conclusion of any election or appointment, the Elections Committee shall preserve all ballots for one month in case of a necessary recount.
    - b. Other records, including the complete tabulation of the results and candidate applications, shall be kept by the ASWU Executive Vice-President and the ASWU Advisor for permanent records. All election records shall be open to inspection by any student, except when an election is in progress.