



Associated Students of Woodbury University (2016 – 2017) Constitution

Preamble

In order to guide effective government, to ensure cooperation and fairness within the University, to enhance cultural and educational opportunities for all students, and to guarantee rights and privileges for all elected and appointed members of the Associated Students of Woodbury University, we students do hereby establish this constitution.

Article I: Name and Location

The name of this organization shall be known as the Associated Students of Woodbury University, hereafter referred to as ASWU. The principal place for the transaction of business shall be Woodbury University, at 7500 North Glenoaks Boulevard, Burbank, California 91504.

Article II: Purpose

The purpose of establishing the governance of ASWU is to advocate and facilitate the development of the rights and responsibilities, cultural and social awareness, and the personal academic growth of each student. The following guidelines have been developed to maintain the purpose of student governance for Woodbury University:

- A. To offer representation for all students in the University's decision making processes,
- B. To commit to improving student life on campus through specific programming and promoting the development of the diversified student organizations, and
- C. To establish an environment conducive to academic, social, and personal growth for the student body.

Article III: Membership Criteria, Fees, and Terms

A. Eligibility of Members

- 1. All undergraduate students who are registered for academic credit at Woodbury University at members of ASWU and are liable for an ASWU fee each Fall and Spring semester they are registered. Membership and participation in ASWU activities may not be limited on the basis of sex, age, disability, race, religion, sexual orientation, citizenship, or national origin.

2. Students who are elected or appointed to office as ASWU Senate members must be registered full-time undergraduate students, who are considered in good standing and must hold and maintain a cumulative 2.8 GPA throughout the term of office.
3. Students who are elected or appointed to office as ASWU Executive Board members must be registered full-time undergraduate students, who are considered in good standing and must hold and maintain a cumulative 2.8 GPA throughout the term of office.

B. ASWU Fee

1. A \$100 per Fall and Spring semester shall be collected from all registered undergraduate students of the day population, as stated in the Woodbury University catalog.
 - a. \$10 per person from all registered undergraduate students of the day population shall be transferred to the Campus Life Enhancement fund.
 - b. \$25 per Greek Life Member will be transferred to the Greek Council account.
2. The remaining collected money shall be allocated as follows:
 - a. 50% shall be transferred to the Campus Activities Board account for their exclusive use, and
 - b. 50% shall be transferred to the ASWU Assembly account for further breakdown:
 - i. An upfront amount of \$900 per ASWU Executive Board member will be allocated for remuneration per semester,
 - ii. \$50 shall be allocated for Assembly every semester per intern, senator, and project manager. Fall and Spring semester funds shall be used for gift cards; refer to By-laws regarding Attendance Policy,
 - iii. 55% of the remaining amount shall be allocated to the Organizations Allocations Committee, and
 - iv. 45% of the remaining amount shall be used as the ASWU Assembly's operating budget.
 - c. ASWU reserves the right to lower or raise the ASWU fee with vote from the undergraduate student body.

C. Terms of Office

1. The term of office for all ASWU Executive Board members begins on Graduation Day and concludes at the end of the Spring semester, equivalent to one year.
2. There is a transition period for all elected ASWU Executive Board members, in which shadowing takes place, starting the week immediately following elections.
3. The term of office for all ASWU Senators begins on the day of the Senator Inauguration and concludes at the end of the Spring semester.
4. The term of office for all ASWU Interns begins immediately and concludes at the end of the Spring semester.
5. The term of office for all ASWU Project Managers begins immediately and concludes at the end of the Spring semester.
6. Special appointments to office begin immediately and conclude at the end of the Spring semester.

D. ASWU Sponsorship of Organizations and Events

1. Any ASWU-recognized campus organization seeking ASWU sponsorship of events must present a proposal to the ASWU Campus Activities Board and the ASWU Executive Board.
2. The proposal must be emailed to ASWU at ASWU@Woodbury.edu at least two weeks prior to the event.
3. The organization must provide original receipts to account for how much money was spent.
4. The organization is responsible for reconciling with the Vice President of Finance within ten business days after the event has happened.
5. If the reconciliation is not completed, the sponsored organization will not be eligible for OAC funding as they are not complying with the ASWU constitutional guidelines.

Article IV: Structure

A. This Constitution and subsequent By-laws shall serve as the primary governing documents of ASWU.

B. Executive Board

1. The ASWU Executive Board shall consist of the President, Executive Vice-President, Vice-President of Finance, Vice-President of Marketing, Vice-President of Student Organizations, and Vice-President of Student Life.
2. If any other student leadership positions held by members of the ASWU Executive Board affect the performance of the officer, the ASWU Executive Board and the ASWU Advisor will review with the officer their commitments and the officer may be asked to drop their position(s).
3. Powers and responsibilities shall include, but are not limited to the following:
 - a. Endorse the purpose of ASWU, its Constitution, By-laws, and other functions delegated by its constituents to the best of their abilities and shall be responsible for duties assigned to them, and
 - b. Represent the best interests of the student body by recommending and advising administration, staff, and faculty on matters affecting student welfare and concern.
4. Executive Board meetings shall be scheduled weekly for 120 minutes.
5. Voting Procedures
 - a. ASWU Executive Board members must be present for voting to take place during Executive Board meetings.
 - b. A majority vote of 51% is required for passage of a motion and in the case of a tie; the President will cast the deciding vote.
6. Remuneration
 - a. Due to the scope of their respective duties and responsibilities, ASWU Executive Board members are entitled to receive a taxable amount of \$900 every semester and \$400 over the summer.
 - b. The determination of remuneration is contingent upon the fulfillment of the position description for each ASWU Executive Board member. The fulfillment of the position will be held at the discretion of the Executive Board.

C. Assembly

1. President shall act as the ASWU Assembly Chairperson.
2. Voting members shall consist of the Executive Vice-President, Vice-President of Finance, Vice-President of Marketing, Vice-President of Student Organizations, Vice-President of Student Life, along with the ASWU Senate, Interns, Project Managers, and organization representatives.
 - a. The ASWU Senate shall consist of a maximum of eight elected or appointed members who are divided to represent and be responsible for the following constituencies:
 - i. Two Senators for the College of Liberal Arts,
 - ii. Two Senators for the School of Architecture,
 - iii. Two Senators for the School of Media, Culture, and Design, and
 - iv. Two Senators for the School of Business.
 - b. Organization representatives shall consist of one appointed member per campus organization, preferably the president or treasurer, to represent their organization's best interests and opinions. There can only be one organization representative for each organization.
3. Powers and responsibilities shall include, but are not limited to the following:
 - a. Endorse the purpose of ASWU, its Constitution, By-laws, and other functions delegated by its constituents to the best of their abilities and shall be responsible for duties assigned to them,
 - b. Safeguard the students' rights to vote in ASWU-sponsored elections and to participate in ASWU sponsored activities,
 - c. Create forums as needed by student issues that can be addressed promptly and appropriately,
 - d. Serve the needs of the student body and initiate discussion and action regarding these issues,
 - e. Investigate and make recommendations concerning matters regarding student life,
 - f. Voice student concerns to appropriate contacts and report results to the community, and
 - g. Create subcommittees as needed.
4. ASWU Assembly meetings shall be scheduled weekly or as needed for 90 minutes.
5. Voting Procedures
 - a. A quorum of 51% of Assembly is required for voting to take place during an ASWU Assembly meeting.
 - b. A majority vote of 51% is required for passage of a motion and in the case of a tie, the ASWU President will cast the deciding vote.
 - c. All legislation passed by the ASWU Assembly, providing quorum exists, is binding.
 - d. Financial decisions must be brought to the Assembly and passed by a majority vote.

D. Advisor

1. The Vice President of Student Development shall serve as the ASWU Advisor.

2. A selected Office of Student Development Staff Member shall serve as the advisor for ASWU Campus Activities Board.

Article V: Elections

A. Elections Committee

1. Elections activities fall under the general supervision of the current ASWU President and the ASWU Advisor, contingent upon the ballot slate.
2. Members of the committee may not run for any office while serving on the Elections Committee and are prohibited from participating in any candidate's campaign.
3. Violations of these rules by any member of the Elections Committee will result in the immediate removal of that member from future Committee activities.
4. Duties of the Elections Committee members shall include, but are not limited to:
 - a. Develop, distribute, and enforce all election guidelines, procedures, and forms,
 - b. Organize the itinerary and advertisement for elections activities,
 - c. Host all election events including information sessions, candidate speeches, and debates, and
 - d. Announce election results to the Woodbury University community.

B. Elections

1. All registered undergraduate students with a valid ID shall be eligible to cast a single vote in the ASWU Elections.
2. Elections shall be carried out by digital ballot.
3. ASWU Assembly members will be elected to office by a majority of votes cast per semester. ASWU Assembly has the right to vote in senator positions that are not being fulfilled.
4. In the event of a tie, a run-off will be held within a week with the same election rules applicable.

Article VI: Resignation, Impeachment, and Vacancies

A. Resignation

1. If an ASWU Assembly member chooses to resign from his/her position, a written notice of resignation must be submitted to the ASWU Assembly and the ASWU Advisor within two weeks of the formal date of resignation.
2. All transfers of responsibilities must be fully executed upon resignation.

B. Impeachment Procedures

1. Impeachment proceedings may be brought against any ASWU Assembly member with a written formal complaint, submitted to the ASWU Advisor.
2. It shall be the responsibility of an ad-hoc committee consisting of one ASWU Executive Board member and two ASWU Senators, as appointed by the ASWU Advisor, to further investigate and either validate or reject an impeachment petition within one week of its submission.
3. If a petition is validated, the person in question may have the option of resigning before further proceedings occur.

4. In the event of an impeachment hearing, a general ballot will be called in which all ASWU Assembly members must vote, and two-thirds majority vote in favor of impeachment must be reached in order for the vote to be valid.
- C. Vacancies
1. 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.
 2. If a vacancy occurs in any Vice-President position, a replacement shall be determined by the nomination and appointment of an ASWU Assembly member by a majority vote of the ASWU Assembly.
 3. If a vacancy occurs in the ASWU Senate, a replacement may be appointed and sworn-in by the ASWU Assembly.
- D. Appointments
1. ASWU Assembly positions not currently filled during regular elections or due to resignation or impeachment may be filled through appointments by the ASWU Executive Board.
 2. All appointed ASWU Assembly members must meet the qualifications for elected ASWU Assembly members as set forth for candidates in the election guidelines.
 3. Candidates will be appointed to office by a two-thirds majority vote by the ASWU Assembly, assuming quorum is present.

Article VII: Amendments and Ratification

- A. Any member of the ASWU Assembly has the right to propose amendments to the ASWU Constitution and By-laws.
- B. Amendments
- a. Proposed amendments should have a minimum of at least two readings.
 - b. Proposed amendments must be approved by the ASWU Assembly in consultation with the ASWU Advisor.
- C. Ratification
- a. Ratification of the ASWU Constitution requires a majority vote from the ASWU Assembly assuming quorum is present.
 - b. Ratification of the ASWU Constitution requires a minimum of two-thirds majority vote from the student body on issues of raising the ASWU fee and/or ASWU Executive Board remuneration.
 - c. Copies of current and revised Constitutions must be made available to the Woodbury University community.