



ASSOCIATED STUDENTS OF WOODBURY UNIVERSITY
(2014-2015)
BY-LAWS

QUALIFICATIONS AND DUTIES OF INDIVIDUAL MEMBERS AND COMMITTEES

A. ASWU Executive Board duties shall include but are not limited to the following:

i. Applies to all Executive Board Members:

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 functions.
5. Meets with the University President, at least twice a semester. If not meet with the Vice President of Academic Affairs/Provost.
6. Visibly supports all or most student organization functions.

1. President:

- a. Official representative for ASWU Assembly and the undergraduate students.
- b. Chairs and administers operation of the ASWU Executive Board and ASWU Assembly
 - i. Has the authority to call Executive Board and Assembly meetings.
 - ii. Casts the deciding vote in case of a tie
- c. Coordinates retreats and transition sessions for ASWU members with the ASWU Advisor.
- d. Serves as a non-voting OAC member.
- e. Chairs the Elections Committee.
- f. Represent 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 (At least one semester).
- g. Sits on and has the authority to recommend members of the ASWU Assembly to University committees and councils
- h. Meets with the ASWU Advisor and Executive Board weekly.
- i. Meets with the ASWU Executive and Advisor to evaluate performance at the end of each semester.
- j. Can only hold this position for a maximum of 2 years
- k. Enforces ASWU Constitution, By-Laws and Guidelines.
- l. Has the authority to recommend that the legislation of the ASWU constitution be revised.
- m. Performs other duties as assigned by the ASWU Assembly or ASWU Advisor.

2. Vice-President of Finance

- a. Chairs and coordinates the ASWU Organizational Allocations Committee.
- b. Coordinates training for the ASWU OAC members.
 - i. Determines eligibility for funding and reviews all funding requests.
 - ii. Verifies reconciliation of allocated funding.
 - iii. Manages all ASWU finances and serves as a financial advisor for the assembly.
- c. Holds the ASWU Vice-President of Finance 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.
- d. Has the voting power of one.
- e. Maintains a written account of all financial transactions and presents information to the ASWU Executive Board, ASWU Assembly monthly or by request and to the ASWU OAC as appropriate.
- f. Distributes ASWU fees in accordance with the ASWU Constitution and By-laws.

- g. Enforces the ASWU Constitution, By-laws and Standing Rules regarding funding procedures.
- h. Creates Budget for each position.
- i. Performs other duties as delegated by the ASWU President, the ASWU Advisor, and the ASWU Assembly

3. Vice-President of Marketing

- a. Manages all publicity and outgoing information concerning ASWU events.
 - i. ASWU website (ASWU.woodbury.edu),
 - ii. Social media
 - iii. other forms of communication
- b. Responsible for advertising the ASWU organization to the University
- c. Serves as a non-voting OAC member.
- d. Manages and oversees all promotional items for ASWU
- e. Maintains creative control with the input of the ASWU Executive Board and ASWU Advisor
- f. Performs other duties as delegated by the ASWU President, the ASWU Advisor and the ASWU Assembly.

4. Executive Vice-President

- a. Records the actions of the ASWU Executive Board, the ASWU Assembly, and OAC through minutes and distributes those minutes at weekly meetings.
- b. Maintains and distributes active records of the ASWU Constitution, By-laws, roster, committee lists, and other documents created by ASWU.
- c. Has the voting power of one.
- d. Co-chairs OAC.
- e. Serves as a non-voting OAC member.
- f. Manages communication of all ASWU information with the ASWU assembly.
- g. Co-Coordinates ASWU awards – Marketing and VP of Student Orgs.
- h. Meets with the ASWU Advisor and ASWU President to evaluate performance at the end of each semester.
- i. Performs other duties as delegated by the ASWU President, the ASWU Advisor, and the ASWU Assembly.
- j. Oversee the internal operations of ASWU, which includes ASWU recruitments.
- k. In the event that the President may not fulfill their duties, the Executive Vice President shall take over the duties as President.

5. Vice-President of Student Organizations

- a. Always in constant communication with Director of Student Life
- b. Holds organizations accountable for:
 - i. Weekly attendance
 - ii. Following OAC Guidelines
 - iii. Weekly Reports
 - iv. All Paperwork
- c. Helps coordinate all organizational fairs
- d. Helps coordinate officer training with coordinator of student life
- e. Maintains updated rosters for all organizations
- f. Is knowledgeable about all policies and procedures of OAC

6. Vice-President of Student Life

- a. This position will be selected through the student leader process and will not be elected.
 - i. This person will also serve as Program Board chair and oversee the rest of the members of Program Board
- b. Develops and maintains all ASWU programs related to student life
- c. Coordinates the planning of:
 - i. ASWU Day
 - ii. Woodbury Welcome week
 - iii. ASWU Welcome week
- d. Works with VP of Marketing for all publicity and marketing of events
- e. Develops new events based on student needs.
- f. Creatively creates ties with the greater LA/Burbank community.

B. ASWU Assembly duties shall include but are not limited to the following:

A. Senator

- a. The ASWU Senate shall consist of a maximum of elected representatives as outlined in the ASWU Constitution.
- b. Maintains a cumulative GPA of 2.8 throughout the term of office.
- c. Must exhibit a positive image within the Woodbury community.
- d. Attends all Assembly meetings, retreats and functions. (See attendance policy)
- e. Obtains input from respective constituents by means of formal and informal channels, networking, etc.
- f. 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.

- g. Meets with the respective Deans and Chairs of their Senate positions during focus groups or one-on-one meetings bimonthly.
 - h. Senators shall write a weekly senate report to be turned in to the Executive Vice-President.
 - i. All reports are to be emailed the night before the scheduled meeting time.
 - j. Should attend a minimum amount of three OAC funded events per semester and report for the following assembly meeting.
 - k. Not including your own organization that you are involved with.
 - l. Holds only one ASWU Senate position during a term of office.
 - m. Visibly supports all or most student organization functions.
 - n. Each Senator has the voting power of one.
- B. Intern Positions:
- a. Must exhibit a positive image within the Woodbury community.
 - b. Attends all Assembly meetings, retreats and functions. (See attendance policy).
 - c. 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.
 - d. Visibly supports all or most student organization functions.
 - e. Should attend a minimum amount of three OAC funded events per semester and report for the following assembly meeting.
 - f. Not including your own organization that you are involved with.
 - g. Meets with the respective Executive Board member as needed.
- C. ASWU Advisor duties shall include but are not limited to the following:
- a. Attends ASWU Executive Board and ASWU Assembly meetings
 - b. Meets with the ASWU President on a weekly basis.
 - c. Meets with Executive Board members individually once a semester or as often as deemed necessary.
 - d. Approves ASWU financial transactions
 - e. Coordinates leadership training for ASWU Executive Board and ASWU Senate.
 - f. Verifies GPA eligibility of Executive Board and ASWU Assembly members with the Registrar's Office
- C. Duties and responsibilities of Student Organization Representatives
- A. Presidents of all organizations are required to attend all ASWU Meetings
 - a. Only viable excuses for not being a representative
 - i. Class conflict
 - ii. Internship conflict (For school credit only)
 - iii. Those who hold a position in the senate or the Executive Board may not represent their outside organization
 - B. In order to be a recognized org at the university, it is a requirement to have a representative at all meetings.
 - C. Submit weekly reports to VP of Student Organizations
 - D. All paperwork must be submitted on time based on the dates given by VP of finance and VP of Student Organizations.
 - E. Representatives have a single vote equivalent to that of the assembly.

II. Attendance Policy

For Senators and Interns:

- A. It is the responsibility of all ASWU Assembly members to be aware of all meeting dates, times, and locations.
- B. If an ASWU Assembly member is not able to attend a meeting, that member is responsible for contacting the Executive VP member in advance to give a notice and reason for the absence.
- C. It is the Executive Board's, Senator's and Intern's responsibility to give VP of Administrative Affairs a 2 hour notice if a meeting will be missed.
- D. Failure to attend ASWU meetings by the senate will result in the following:
 - 1. Three unexcused absences will result in the full loss of the ASWU senator stipend and the loss the position.
 - 2. Two unexcused absences will result in written warning and 50% of the ASWU senator stipend will be cut.
 - 3. One unexcused absence will result in a verbal warning.
 - 4. Three unexcused tardies are equivalent to one absence.
 - 5. Five tardies is equivalent to two unexcused absences
 - 6. Seven tardies is equivalent to three unexcused absences
 - 7. Missing ASWU retreats are equivalent to two absences.
 - 8. Missing ASWU transition sessions, workshops or other mandatory functions will be left to the discretion of the ASWU Assembly.
- E. Failure to attend ASWU meetings by the Interns will result in the following:

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1. Three unexcused absences will result in loss of position and probation of one semester
2. Two unexcused absences will result in a written verbal warning
3. One unexcused absence will result in a verbal warning
4. Three tardies is equivalent to one unexcused absence
5. Five tardies is equivalent to two unexcused absences
6. Seven tardies is equivalent to three unexcused absences
7. Missing ASWU retreats are equivalent to two absences.
8. Missing ASWU transition sessions, workshops or other mandatory functions will be left to the discretion of the ASWU Assembly.

For organizations:

- F. Failure to attend ASWU meetings by campus organizations will result in the following:
 1. Three unexcused meetings are equivalent to loss of all OAC funding and will not be recognized as an organization on campus.
 2. Two unexcused meetings are equivalent to a loss of 50% of OAC funding of the total amount requested.
 - 2a. If the 2 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.
 3. One unexcused absence is equivalent to a loss of 25% of all OAC funds.
 - 3a. 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.
 4. Three tardies will result in one unexcused absence
 5. Five tardies will result in 2 unexcused absences
 5. Seven tardies will result in 3 unexcused absences
- G. The ASWU Executive Board shall provide a weekly attendance status.

III. CONDUCT AND STANDARDS

1. 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.
2. If an Assembly member is found to be engaging in unbecoming behavior while serving in this capacity, the Assembly shall recommend the member for review.
3. Unbecoming behavior includes, but is not limited to:
 - a. Disregard for the ASWU Attendance Policy.
 - b. Attending ASWU sponsored functions while under the influence of alcohol or illegal drugs.
 - c. Failing to comply with Woodbury University's current Student Code of Conduct, policies and procedures.
4. Behaviors/Norms:
 1. Trust – no talking about each other
 2. Effective Communication – points of contact (e-mail, one-on-one, website, text, facebook)
 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
 6. Confidentiality – what happens in ASWU meetings stays in ASWU for personal issues.

IV. Election Guidelines and Procedures:

- A. Procedures
 - a. The Elections Committee shall establish an official timeline for applications, advertising etc. at least two weeks before ASWU applications are available.
 - b. Election of the ASWU Assembly shall be determined by the election committee during the Spring semester.
 - c. Vacant Executive Board positions must be filled by the second week of the Fall semester by appointment.
 - i. Elections shall be carried out by secret ballot.
 - ii. Only registered undergraduate students showing are eligible to vote.
In case of physical ballot, a valid school ID is needed.
 - iii. Each voter is entitled and limited to one vote; no absentee voting will be accepted.
 - d. ASWU Executive Board members cannot endorse any candidates running for office.
- B. Application Process
 - a. 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.
 - b. Applications must meet all deadlines set by the Elections Committee. No campaigning may begin until all requirements have been met.
 - c. Persons running for an ASWU Executive Board position must have at least one consecutive semester experience in one of the following at Woodbury University:
 - a. ASWU Assembly (Executive Board, Senators and Interns)
 - b. ASWU Program Board.
 - c. Organization Representatives

- d. Students may not run for more than one ASWU position in any elections. Students applying for an ASWU Executive Board position may not hold any other positions within an executive board of an organization or other student leader position unless approved by the ASWU advisor and Vice President of Student Development.
 - e. 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. 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.
 - f. The Elections Committee in consultation with the ASWU Advisor shall have the final say in determination of eligibility.
- C. Candidate Conduct
- 1. All candidates must be in good standing with ASWU Constitution and ByLaws.
 - 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. On the designated elections day no campaigning will be allowed. The Elections Committee has the authority to adjust this rule.
 - 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).
 - 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 if the Elections Committee grants permission at least two weeks prior to the election.
- 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 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.