ARTICLE I: Standing Rules of ASWU Senate

SECTION 1: Standing Rules

- 1. The operating rules of the ASWU Senate shall be Robert's Rules of Order.
- 2. Modifications, in the form of a Senate Bill, can be proposed at any Senate meeting and must be agreed upon by a two-thirds majority of the ASWU Senate.
- 3. The rules shall be enforced by the President of the Senate and the Senate Parliamentarian.
 - a. Any question as to the validity of a rule enforced by the Senate President shall be adjudicated by the Senate Parliamentarian, who is also the Chief Justice of the Judicial Branch

SECTION 2: Quorum

1. Quorum is defined as two-thirds senators present. Quorum is necessary before any business may be conducted by the ASWU Senate.

SECTION 3: Officers

- 1. The officers of Senate are:
 - a. President Pro Tempore of the Senate
 - i. The President Pro Temp will serve as Senate President when the Vice President is unable to fulfill the role of Senate President.
 - ii. The President Pro Temp is appointed by the Vice President for a year long term and must be confirmed by the Senate by a two-thirds majority.
 - iii. The Vice President may also recommend to Senate to dismiss the President Pro Temp, by a two-thirds majority vote, if the President Pro Temp fails to perform their duties.

b. Clerk of the Senate

- i. Shall record all meetings of the ASWU Senate and make minutes available for all to access.
- ii. Shall keep track of Senator's attendance and report it to the Vice President
- iii. The Clerk is hired by the Vice President for a year long term.

c. Class Whips

- i. The Class Whips are responsible for leading their class of senators in the Senate.
- ii. The Class Whips are elected by their class cohort for a year long term.
- iii. The Class Whips may be removed, after a vote, if two senators in the class motion for the dismissal of the Class Whip. The decision will be made by a simple majority vote in which the Class Whip in question cannot vote. The President of the Senate will vote in the event of a tie.

iv. If a Class Whip is removed from or resigns from their position, the class caucus shall select a new Class Whip from the remaining senators. This new Whip shall oversee the process of selecting the new senator.

ARTICLE II: Standing Committees of the ASWU Senate

SECTION 1: Committee Structure

- 1. Each standing committee shall be chaired by either an Executive Board member or the President Pro Tempore. These chairs shall be non-voting members.
- 2. The Designated Chairperson for each committee shall be in charge of either running the committee meeting or choosing an ASWU member (Senator or Executive) to run the committee meeting.

SECTION 2: Committee Selection

- 1. Senators shall serve on no less than one standing committee.
- 2. A Senator can switch committee assignments with another senator but both must agree and the chairpersons of each committee must agree.
- 3. Committee assignments will be decided at the Senate Retreat at the beginning of the school year.

SECTION 3: Whip Committee

- 1. The Whip Committee will be comprised of Senate Whips.
- 2. The ASWU Vice President will serve as a non-voting Chairperson of the committee.
- 3. The Whip Committee shall be in charge of helping the Vice President establish a legislative calendar for Senate business.
- 4. The Committee will also serve as the liaison between the University and ASWU and will communicate with the administration in regards to ASWU business.

SECTION 4: Finance and Club Approval Committee

- 1. The Finance and Club Approval Committee shall be responsible for the disbursement of student body fees.
- 2. The Treasurer will serve as a non-voting Chairperson of the committee.
- 3. The Committee will work with new clubs that are attempting to form and recommend new clubs to Senate to be approved.
- 4. The Committee will hear all requests over 1,500 dollars at a finance board hearing. All budgets will be recommended through finance board before being approved or altered by Senate.
- 5. All organizations must send the president or Treasurer to attend a Student Organization Orientation in order to receive ASWU Funding. Clubs can be approved for ASWU

- funding if they have not attended an S.O.O., but funds will be withheld by the ASWU Treasurer until the club president or Treasurer has attended an S.O.O. or a 1:1 with the Office of Student Activities.
- 6. The Committee shall oversee the ASWU Endowment and hear all requests for withdrawals as outlined in the ASWU Bylaws.
- 7. The Committee will be responsible for proposing disbursement of ASWU funds to the Senate.
- 8. The Committee will maintain a relationship with the Office of Student Activities, that shall advise clubs, including assisting them with writing and updating their constitutions and making finance requests. The Office of Student Activities will act as advocates for clubs.
- 9. The Committee will be responsible for oversight of the ASWU endowment.

SECTION 5: Public Outreach Committee

- 1. The Public Outreach Committee shall be responsible for reaching out to the larger student body and promoting Senate's initiatives to campus as a whole.
- 2. The President Pro Tempore shall serve as a non-voting Chairperson of the committee.
- 3. The Committee shall run the ASWU website, social media, and visibility campaigns.
- 4. The Committee shall plan events and forums to engage the student body on current happenings and issues on campus.
- 5. No less than five senators and no more than twelve shall serve on the P.O. Committee.

SECTION 6: External Programs Committee

- 1. The External Programs Committee shall be responsible for managing ASWU Programs.
- 2. The President shall serve as a non-voting Chairperson of the committee.
- 3. The President shall nominate a Senator serving on the External Programs Committee to be the Deputy-Chair who may serve as the Chairperson should the President be absent. The Deputy-Chair may not call meetings of the committee.
- 4. The Committee shall oversee all organizations funded by, and controlled by ASWU including, but not limited to ASWU Sound, Collegian, WEB, etc. This shall include making hiring recommendations to Senate.
- 5. The ASWU External Programs Committee (EPC) must individually meet with the student leader in charge of finances within WEB, the *Collegian* and ASWU Sound at least once every 8 weeks to review expenditures and discuss expansions to the budget.
- 6. During Oversight Meetings, the EPC is to help guide External Programs in their requests, and discuss how the EPC will defend the External Programs' additional budget requests during the next Senate Meeting.
- 7. Oversight meetings are open to the public and the rest of the External Program's leadership, though not advertised. The ASWU President will be the chair of the EPC and

- is to be in charge of calling the meetings and creating the agenda, though External Program leadership may also call for a meeting. As a precedent, entities will give at least 3 days notice as well as flexible meeting options to be respectful of other students' time. The Agenda/Minutes of the meeting will be made available to the ASWU Treasurer by the EPC as soon as it is available.
- 8. The EPC is to briefly summarize these oversight meetings to the rest of the Senate, and present and defend any requested expansions to the budget. Senate will consider the request and vote the following week. As a precedent, External Program Leadership is not expected to come into Senate to defend such expansions to the budget. In the case that the External Programs Leadership disagrees with the EPC, they are encouraged to also come into Senate to plead their case.
- 9. If an External Program contact does not respond to emails, attend a scheduled oversight meeting or submit the following semester's budget on time, a vote to freeze the External Program's ASWU account will be added to the soonest Senate meeting's agenda at the ASWU President's discretion.

SECTION 7: Ad Hoc Committees

- 1. Senate can form any Committee to investigate issues that do not fall under the purview of one of the four standing committees.
- 2. These will be called ad hoc committees and will be advised by the Senate President.

SECTION 8: Sub-committees

- 1. Within the four standing committees any sub-committee can be formed to deal with specific issues.
- 2. These sub-committees will report to their corresponding standing committee.
- 3. Anything proposed by a sub-committee must be approved by the corresponding standing committee before going to the whole Senate.

ARTICLE III: Senate Attendance

SECTION 1: Official Meetings

- 1. Senators are required to attend all official Senate meetings.
- 2. In the event of absence, the Senator must inform the President of the Senate of their intended absence 48 hours in advance and delegate a proxy to be sent in their place. The Senator must inform the President of the Senate the name of their proxy at least two hours before the scheduled Senate meeting. Following these procedures will classify the absence as excused.
 - a. The proxy of a senator shall be any member of the Association and will vote in accordance with the wishes of the senator they represent.

- b. The Senator is responsible for the forsaken knowledge of the proceedings.
- c. No Executive Board member or Justice shall serve as a proxy for a Senator.
- 3. The Clerk of the Senate shall be responsible for keeping track of any Senator's absence on an attendance sheet that is given to the President of the Senate each week.

SECTION 2: Absence Policies

- 1. After two unexcused absences or four excused absences for a full-year Senator; or one unexcused absence or two excused absences for a single-semester Senator, the Senator will come before the Judicial Branch for a hearing regarding their attendance.
- 2. Senate reserves the right to override Judicial decisions about Senator removal, the Senator will be removed from office and the vacancy will be filled in accordance with Article V of the ASWU Bylaws.
- 3. If the Senate does not vote to remove the senator, it must stipulate the conditions of the senator's continued membership in the Senate. If these conditions are not met, the senator will be subsequently removed from office.

SECTION 3: Standing Committee Meetings

- 1. Attendance at committee meetings is mandatory.
- 2. No proxy can be sent for committee meetings.
- 3. Quorum for committee meetings will be three-fifths of Senators on the committee.
- 4. The committee chair shall be responsible for keeping track of any Senator's absence.
- 5. If a Senator has to miss a committee meeting they should notify the committee chair ahead of time, this notification will make the absence excused.
- 6. After three unexcused absences or five excused absences for a full-year senator, or one unexcused absences or two excused absences for a single-semester senator, the Senator will come before the ASWU Senate for a hearing regarding their attendance. Should Senate decide to remove the Senator from office, removal procedures should follow Article IV, Section 1, Subsections 2 and 3.
- 7. The attendance policy outlined above will serve as a guideline. Individual committees may vote to adjust the amount of absences allowed in their attendance policy on their first meeting of every semester.

ARTICLE IV: Removal Procedures

SECTION 1: Senators

1. Removal proceedings against an ASWU Senator may commence if one of the following conditions is met:

- a. Presentation of a petition to the Senate and to the senator in question signed by fifty members of the senator's class and stating the cause for the intended proceedings.
- b. A senator has failed to appear and failed to delegate a proxy in his or her stead at four or two meetings of the Senate as outlined in Article III of the Bylaws.
- c. A senator who violates or fails to uphold the Constitution.
- 2. A hearing, scheduled for at least seven days and no more than fourteen days after the presentation of the petition, will be presided over by the Judicial Branch. The hearing may be public or private, according to the Justices' discretion.
- 3. If the Judicial Branch determines removal is necessary, the Chief Justice must present the Senate President with a written rationale before the next regularly-scheduled Senate meeting. The action taken by the Judicial Branch can be negated by a two-thirds majority vote of the Senate

SECTION 2: Executive Board

- 1. The Judicial Branch shall have the power to remove any officer of ASWU Executive Board. Removal proceedings will begin upon one of the following:
 - a. Presentation of a petition to the Senate and to the executive in question signed by 100 students and stating the cause for the intended proceedings.
 - b. Written petition signed by at least half of Senate membership stating the cause for the intended proceedings.
 - c. An executive who violates or fails to uphold the Constitution.
- 2. A hearing, scheduled for at least seven days and no more than fourteen days after the presentation of the petition, will be presided over by Judicial Branch. The hearing may be public or private, according to the senators' discretion.
- 3. A two-thirds majority vote of the Senate can override a Judicial Branch removal order.

SECTION 3: Other Officials

- 1. The Senate shall have the power to remove any Senate-appointed manager, chairperson, or committee member.
- 2. Any member of the Senate or the Executive Board shall be authorized to report to the Senate any chairperson or committee member, previously approved by the Senate, who has demonstrated inadequate participation in his/her assigned position.
- 3. The person in question will then be asked to show cause to the Senate, at a regularly scheduled meeting, why they should remain in the position to which they were appointed.
- 4. The Senate may, by two-thirds majority vote, declare the seat vacant. A new member shall then be appointed according to duly constituted procedures.

ARTICLE V: Vacancies

SECTION 1: Filling Vacancies

- 1. In the event that a Senator of the ASWU Senate cannot fulfill his/her yearlong term of office, one of the following procedures may take place. The Judicial Branch shall evaluate these options to determine the best course of action:
 - a. Election by the Class of the resigning Senator(s).
 - b. Appointment by Class Senators.
 - c. Appointment by the Executive Board.
- 2. In choosing which procedure to follow, the Judicial Branch shall prioritize the options in the order given above.
- 3. For the appointments, the candidate must be approved by Senate with a simple majority vote

SECTION 2: Resignation

- 1. A senator(s) who is considering resignation shall inform the Senate of his/her intent to resign two weeks before the senator(s) leaves office.
- 2. If an election is called for by the Judicial Branch, the Elections Council shall prepare for an election for the vacated seat of the resigning senator(s).

SECTION 3: Appointment by Class Caucus

- 1. If the election should fail to produce the senator(s), then the remaining Senators of the Class of the vacant Senate seat(s) shall present an individual to the President of the Senate in the course of a proceeding of the Senate.
- 2. The Vice President, along with the Elections Council, shall determine if the individual is eligible for the seat in question.
- 3. If the Elections Council approves the senator-designate(s), then the Senator-designate shall be confirmed to become an ASWU Senator by a simple majority vote in the Senate.

SECTION 4: Appointment by Executives

- 1. If the Senators of the Class of the vacant seat fail to present a Senator-designate(s) within two weeks of the seat becoming vacant then the Executive Board shall nominate an individual to become Senator-designate.
- 2. The Vice President in conjunction with the Election Council will confirm the eligibility of the candidate.
- 3. If the candidate is eligible, the Vice President shall bring the Senator-designate before the Senate for confirmation by a simple majority vote.

4. After confirmation the Senator-designate shall be administered the oath of office and shall be extended the full courtesies of an ASWU Senator(s).

ARTICLE VI: WEB

SECTION 1: WEB/ASWU Relationship

- 1. The Willamette Events Board (WEB) is an autonomous organization.
- 2. The authority of Senate shall be limited to its role within the WEB Advisory Committee.

SECTION 2: Responsibilities of the WEB

- 1. Cooperate with requests and inquiries from the ASWU Senate External Programs Committee
- 2. Maintain money received from ASWU in ASWU accounts according to ASWU standards and precedents.

SECTION 3: Dismissal of Willamette Events Board Co-Presidents

- 1. The dismissal of WEB Co-Presidents is the jurisdiction of the WEBAC and the ASWU Senate.
- 2. Any chair or group of chairs may ask in writing for the WEBAC to conduct a performance review of the Co-Presidents.
- 3. Before a vote of dismissal by the ASWU Senate, the Committee Chairs of WEB shall be allowed to vote on a recommendation and present their thoughts to the ASWU Senate and the WEBAC.
- 4. The vote shall be by secret ballot and conducted without the presence of any Co-President

ARTICLE VII: The Collegian

SECTION 1: Responsibilities of the *Collegian*

- 1. Work with the *Collegian* Board to uphold the bylaws and standards set by the *Collegian* Board.
- 2. Maintain money received from ASWU in ASWU accounts and participate in an annual audit conducted by the External Programs Committee.

SECTION 2: The *Collegian* Advisor

- 1. Shall be selected by the *Collegian* staff and editors.
- 2. Shall serve as an ex-officio member of the *Collegian* Board.
- 3. Shall serve as the primary advisor regarding issues of journalism, ethics and management.

SECTION 3: Senate Responsibility

1. Senate shall have the right to call the Editor-in-Chief to Senate to report on the state of the *Collegian* as necessary.

ARTICLE VIII: External Programs of ASWU

SECTION 1: Collegiate Readership Program

- 1. The ASWU Senate External Programs Committee shall oversee the operation of the Collegiate Readership Program (CRP) at Willamette University. They shall respond to all concerns relating to the CRP as it operates as Willamette University.
- 2. The General Fund for the Collegiate Readership Program shall be used to cover all expenses not covered by commercial operators of the CRP. This fund can be used for events and speakers relating to the CRP and to encourage use of the program. Any proposed event to promote the CRP should be done in conjunction with WEB as they are the primary event planning board on campus.

SECTION 2: ASWU Shuttle Program

- 1. The External Programs Committee will be responsible for organizing a shuttle program for students to take them from campus to Portland International Airport (PDX).
- 2. These shuttles shall occur before each break and before the end of the school year.
- 3. The shuttle schedule should be set at least two weeks prior to the first shuttle.
- 4. Shuttle tickets should be on sale for at least one week prior to the first shuttle.
- 5. The External Programs Committee may recommend a Shuttle Program Director for approval by Senate. This individual shall receive a stipend of \$100 per semester.

SECTION 3: Campus Honors and Awards Committee

- 1. The Campus Honors and Awards Committee (CHAC) shall be responsible for planning the Campus Honors and Awards Ceremony, held each April, in consultation with staff members from the Office of Student Activities.
- 2. The External Programs Committee shall be in charge of nominating a director for the CHAC, who shall not be a senior.
- 3. The CHAC Director shall nominate students-at-large and faculty members to serve on the committee. Nominations must be approved by ASWU Senate.

SECTION 4: ASWU Sound

1. ASWU Sound shall be responsible for providing sound services at a free or reduced cost to ASWU-approved student organizations.

2. The External Programs Committee shall be in charge of overseeing the program and shall nominate a general manager at the beginning of every school year. Nominations must be approved by ASWU Senate.

ARTICLE X: Appointment to University Committees

Section 1: Role of the President

- 1. The President will be responsible for appointing students to University Trustee, Faculty, and Campus committees.
- 2. The President will seek candidates to be appointed to the committees. These candidates are subject to a two-thirds Senate approval.
- 3. The President will determine which committees need student representation and the number of student representatives. These decisions will be confirmed and will be made by a two-thirds majority vote in Senate.

ARTICLE XI: Finance

SECTION 1: Guidelines

- 1. The Club Approval and Finance Committee and Senate will use University precedents along with these guidelines when allocating funds:
 - a. Non-material goods that are intrinsic to the nature of a club's event can be subsidized at the Club Approval and Finance Committee's discretion. Intrinsic is defined as integral to the club's function and mission.
 - b. Reimbursement:
 - i. Receipts and forms for reimbursement must be filed within four weeks of purchase or the expenses may not be funded.
 - ii. The ASWU Treasurer shall review reimbursement forms received by clubs to make sure items purchased were allocated for and that money was not overspent.
 - iii. The ASWU Treasurer shall not approve reimbursements to clubs over the amount they were allocated or for items they were not allocated for. The ASWU treasurer does not have the freedom to alter allocated funds at their discretion.
 - c. Clubs must attempt to purchase items locally. Shipping costs must be presented to the Finance Committee before the purchase of items.
 - d. Any request over \$1,500 shall be presented to Senate the week before budget allocations by Finance Board for individual approval.

- e. Clubs may request funding that goes above / against precedents, but they must submit their reasoning in writing with their budget request and demonstrate credible need to the Treasurer before allocation hearings.
- f. After deductions for the percentage-based ASWU external programs, the ASWU Operating Budget, and any subsidiary costs from student fees, the Associated Students of Willamette University will not fund more than the remaining balance for the fall semester (only pertaining to the Spring Round 3 (Pre-Fall), Fall Round 1, and Fall Round 2 allocation periods) and spring semester (only pertaining to the Fall Round 3 (Pre-Spring), Spring Round 1, and Spring Round 2 allocation periods).
- g. WEB, the *Collegian* and ASWU Sound are expected to present a tentative semester's budget to ASWU Senate during one of the four final Senate meetings of each semester. As a precedent, they may not present during the final Senate meeting.
- h. WEB, the *Collegian* and ASWU Sound are to keep a rolling budget in addition to the tentative semester's budget on Google Sheets that is shared with members of the External Programs Committee.
- 2. ASWU Finance Board is required to maintain a document of funding precedents and funding guidelines that can be updated as needed, upon being presented and approved by the ASWU Senate.
 - a. These funding precedents and funding guidelines must be shared with the Office of Student Activities upon being approved.

SECTION 2: Oversight

1. The ASWU Judicial branch shall review funding decisions made by the ASWU treasurer; such as journal entries and reimbursements.

ARTICLE XII: Funds

SECTION 1: Budgetary Allocations

- 1. The listing of budgetary allocations is as follows:
 - a. The ASWU budget shall consist of 93.75% of the Student Body Fees
 - b. 2.5% shall be taken for the reserve fees
 - c. 1.25% shall be taken out for administrative fees by the University
 - d. 2.5% shall be taken out for the ASWU Endowment

SECTION 2: Division of Fees

- 1. Income of the Association shall be derived from money received in the form of fees paid upon registration at Willamette University and from other such receipts as may result from the activity program of the Association.
 - a. Student body fees are \$89.00 per semester. Student body fees will be reduced by 50% for the semester(s) a student is abroad. As of February 2013 the ASWU portion of the CLA Student Body Fees goes up \$0.50 every Fall. (\$0.25 for Foreign Study).
 - b. An additional \$.75 per student per semester shall be charged and allocated directly to Willamette Emergency Medical Services to be used by Willamette Emergency Medical Services at their discretion. On the student's account statement, the line of the additional fee shall read: Emergency Medical Fee.
 - c. This fee shall remain in effect until Willamette Emergency Medical Services is guaranteed funds of at least \$3,000 per annum by an alternative source.
 - d. A class fee of \$7.00 per student per semester (*Effective January 2007*) shall be charged and allocated directly to the respective Class Council.
 - i. Class Councils may adjust the class' following year's fee by obtaining majority approval of the Senate for use of the Elections Council to conduct a class-wide vote and,
 - ii. Receiving a two-thirds majority vote of all votes cast by the class.
 - e. The ASWU Advisor is authorized to negotiate with the commercial operator of the Collegiate Readership Program (CRP) a per student fee of up to \$15.00 per student, per semester which must be equal to the cost, per student, per semester of enrollment of the Associated Student of Willamette University, in the CRP
 - i. The fee limit of \$15.00 per student per semester is to be indexed, on March 1 of every year, to the National Consumer Price Index.
 - ii. In addition to the enrollment fee limit of \$15.00, an additional fee of 50 cents, shall be charged per student, per semester and placed into a general fund until the general fund exceeds \$10,000, at which time the fee will cease to be charged unless the general fund becomes less than \$10,000.
 - iii. If reactivated this fee may not be charged retroactively.
 - iv. The CRP Fund will take \$7 for students at Willamette and \$2 for students abroad per semester. The \$3 from each student, that would have otherwise been allocated to the CRP, will be allocated to the unallocated funds account instead. At the end of every Spring Semester, if funds exceed \$10,000 in the CRP Fund, it will be rolled over to the next semester into the endowment. (*effective August 29, 2016*)

ARTICLE XIII: Endowment

SECTION 1: Mission

- 1. The guiding purpose of the Endowment shall be to facilitate and further the long-term goals and interests of student activities, student organizations, and student life at Willamette University.
- 2. The money shall belong to and be held in trust for the Associated Students of Willamette University as a manifestation and evidence of the Willamette University motto, "*Non Nobis Solum Nati Sumus*"—not unto ourselves alone are we born—as students investing in the future of students.

SECTION 2: Oversight

- 1. The ASWU Treasurer and Senate shall share in the responsibilities and oversight of the Endowment as further outlined by this Article.
- 2. As with all financial matters of the Associated Students, the Senate shall maintain authority and jurisdiction over the administration, management, oversight, and operation of the Endowment.

SECTION 3: Transparency

1. The ASWU Treasurer shall make a yearly report during the Fall semester of each year to the ASWU Senate and Associated Students on the financial status and outlook of the Endowment, including but not limited to: current balance, growth, and twelve-quarter ending average balance.

SECTION 4: Deposits

- 1. A deposit shall be automatically transacted at the beginning of each semester by the Willamette University Treasurer upon final receipt of collected student activity fees.
- 2. 2.5% of collected student activity fees shall be automatically transferred from the ASWU receivable activity fees to the ASWU Endowment, an investment in the Willamette University Endowment.
- 3. After the Treasurer has cleared all of the student organization accounts at the end of the fiscal year, if \$10,000.00 or more is to be carried over from one fiscal year to the next, one-quarter (1/4) of the total amount of carry-over shall be deposited into the Endowment.
 - a. If any member of a branch of the ASWU government discovers that a previous Treasurer (or previous Treasurers) did not add the appropriate percentage of the carry-over within the last two years, at least 25% of the amount owed to the Endowment must be deposited into the Endowment by the end of the academic year in which the mistake is discovered.

4. These non-discretionary transactions shall in no way limit the authority or ability of the Finance and Club Approval Committee and ASWU Senate to recommend and transact any additional deposits to the Endowment.

SECTION 5: Withdrawals

- 1. When appropriate, the Club Approval and Finance Committee shall hear all requests for withdrawals from the Endowment and make recommendations to the Senate. This request process and applicable guidelines, standards, and timeline may be established by the ASWU Treasurer in coordination with the Club Approval and Finance Committee.
- 2. Withdrawals from the Endowment shall only be approved for the purchase of equipment or capital property for the long term benefit of the membership of ASWU. Endowment funds cannot be used to purchase goods, services or equipment with a usable life of less than four years.
- 3. Additional qualifications for withdrawals to the Endowment may be recommended by the Club Approval and Finance Committee or the ASWU Treasurer and approved by the Senate by a simple majority vote.
- 4. The Endowment balance, for purposes of calculating the availability of withdrawals, shall be only calculated by averaging the previous 12 quarters' ending balances. This running calculation shall hereafter be referred to as "the balance."
- 5. Withdrawals to the Endowment shall not be made unless the balance is above \$50,000.00, at which point 10% of the balance is available for withdrawal every year.
- 6. Withdrawals to the Endowment may only be executed by the Treasurer after:
 - a. The minimum balance of the Endowment has been reached,
 - b. The qualifications for withdrawal have been met,
 - c. The Club Approval and Finance Committee has heard the request,
 - d. The Club Approval and Finance Committee recommendations have been presented to the Senate by the ASWU Treasurer, and the Senate votes to approve the withdrawal by a two-thirds majority with 100% membership attendance.
- 7. The Club Approval and Finance Committee may recommend withdrawals to the endowment above the 10% threshold. In addition to the qualifications listed in Section 6, subsections a-c, Senate must have 18 votes in favor with 100% membership attendance after the Treasurer proposes the recommendations.