

# The Associated Students of Willamette University By-Laws



## **Article I. Standing Rules and Definitions**

Section 1. Rules of Order

Section 2. Quorum

Section 3. Oath or Affirmation of Senators

Section 4. Oath or Affirmation of Executive Officers

Section 5. Oath or Affirmation of Justices

Section 6. President Pro Tempore

Section 7. Clerk of the Senate

Section 8. Statements

Section 9 Resolutions  
Section 10. Amendments  
Section 11. Nominations  
Section 12. Senate Meetings  
Section 13. Attendance

**Article II. Removal and Vacancies**

Section 1. Recall  
Section 2. Removal for Cause  
Section 3. Judicial Removal  
Section 4. Removal Proceedings  
Section 5. Elections  
Section 6. Senator Appointment

**Article III. Senate Officerships and Classes**

Section 1. Assignment to Officerships  
Section 2. Equity Officers  
Section 3. Finance Officers  
Section 4. Communications Officers  
Section 5. Administrative Officers  
Section 6. Class Accounts  
Section 7. Class Meetings  
Section 8. Senate Projects

**Article IV. Standing Committees**

Section 1. Committee Structure  
Section 2. Executive Council  
Section 3. Equity, Diversity, and Inclusion Committee  
Section 4. Finance and Affiliation Committee  
Section 5. Public Outreach Committee  
Section 6. External Affairs Committee  
Section 7. Ad-Hoc Committees

**Article V. Affiliated Student Organizations**

Section 1. Affiliation  
Section 2. Rules  
Section 3. Anti-Racism Plans  
Section 4. Student Programs

**Article VI. Finances and the Endowment**

Section 1. Student Fees  
Section 2. Endowment  
Section 3. Finance Procedures  
Section 4. Affiliated Student Organization Funding  
Section 5. Operational Funding  
Section 6. Reports of the Treasurer

**Article VII. Student Representatives and Officers**

- Section 1. Appointment of Student Representatives and Officers
- Section 2. The President
- Section 3. Collegiate Readership Initiative
- Section 4. Honors and Awards Commission
- Section 5. Shuttle Service
- Section 6. Senior Events Commission

## **Article I. Standing Rules and Definitions**

### **Section 1. Rules of Order**

1. The Democratic Rules of Order shall be the parliamentary authority of the Senate. 2. The rules shall be enforced by the President of the Senate and adjudicated by the Senate Parliamentarian.
3. Public comment shall be given immediately following the approval of the agenda at each meeting of the Senate.
4. The President of the Senate shall be responsible for ensuring that public comment during meetings of the Senate is accessible for remote participation via videoconferencing.
5. The President, Vice President, Treasurer, and Chief Justice, and any senator who is called upon shall make a report to the Senate at each meeting of the Senate on their official activities or matters of interest to the Senate, either verbally or in writing sent to the President of the Senate to be published with the minutes of meetings of the Senate.
6. The approval of the Senate shall be given with the assent of one half plus one of the senators currently serving and sworn or affirmed or the assent one half of the senators currently serving and sworn or affirmed and the President of the Senate, except where otherwise specified.
7. The concurrence of two-thirds of the Senate shall consist of the assent of at least two-thirds of the number of senators currently serving and sworn or affirmed.
8. It shall be considered disorderly conduct to willfully fail to respect the pronouns of senators, officers, or guests of the Senate, or any other individual referenced in Senate proceedings. The consequence for disorderly conduct shall be removal from the Senate in accordance with Article II Section 2.
9. The Clerk of the Senate shall, for each motion brought to a vote before the Senate not taken in closed session during removal proceedings under Article II, record the votes of each senator and a list of the senators not voting in the minutes of the Senate, unless the vote is unanimous, in which case the Clerk may record the vote as 'unanimous' in the minutes.

### **Section 2. Quorum**

1. A quorum for the Senate shall consist of the presence of half plus one of the senators currently serving and sworn or affirmed.
2. Any senator may, by a point of order, query the presence of a quorum. In such a case the Clerk of the Senate shall call the roll and announce the result.
3. The President of the Senate may dismiss dilatory queries regarding the presence of a

quorum. Any such dismissal is subject to an appeal of the decision of the President of the Senate.

### **Section 3. Oath or Affirmation of Senators**

1. All senators duly elected or appointed shall take an oath or affirmation of office before serving as senators.
2. The oath or affirmation of office for senators shall be: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I shall faithfully serve the students of Willamette University, protect their rights and interests, I shall abide by and support the Constitution and bylaws of the Associated Students of Willamette University, and shall to the best of my ability fulfill the duties and responsibilities of a senator."

### **Section 4. Oath or Affirmation of Executive Officers**

1. All executive officers duly elected or appointed shall take an oath or affirmation of office before serving as executive officers.
2. The oath or affirmation of office for executive officers shall be: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I shall faithfully serve the students of Willamette University, protect their rights and interests, I shall abide by, support, and uphold the Constitution and bylaws of the Associated Students of Willamette University, and shall to the best of my ability fulfill the duties and responsibilities of the President (or Vice President or Treasurer as the case may be) of the Associated Students of Willamette University."

### **Section 5. Oath or Affirmation of Justices**

1. All justices duly confirmed shall take an oath or affirmation of office before serving as justices.
2. The oath or affirmation of office for justices shall be: "I, \_\_\_\_\_, do solemnly swear (or affirm) that I shall faithfully serve the students of Willamette University, I shall abide by, support, and defend the Constitution and bylaws of the Associated Students of Willamette University, and shall to the best of my ability faithfully, impartially, and equitably fulfill the duties and responsibilities of a justice."

### **Section 6. President Pro Tempore**

1. The President pro tempore shall be appointed by the President of the Senate for a term concurrent to the service of the President of the Senate.
2. The President of the Senate shall appoint a President pro tempore in the same manner as the above subsection to fill any vacancies in the service of the President pro tempore.
3. The appointment must be confirmed with the approval of the Senate to take effect.
4. The President pro tempore shall serve as the President of the Senate in the absence or incapacity of the Vice President.
5. The President pro tempore shall serve as the primary representative of the Senate to the Judicial Branch, and shall assist the Judicial Branch in the solicitation and review of applications for Judicial positions, in accordance with the judicial procedures.

6. The Senate may dismiss the President pro tempore upon the recommendation of the Vice President with the approval of the Senate.

### **Section 7. Clerk of the Senate**

1. The Clerk of the Senate shall be appointed by the President of the Senate for a term concurrent to the service of the President of the Senate.
2. The President of the Senate shall appoint a Clerk of the Senate in the same manner as the above subsection to fill any vacancies in the service of the Clerk of the Senate.
3. The Clerk of the Senate shall take the minutes of meetings of the Senate, which the President of the Senate shall cause to be made public.
4. The Clerk of the Senate shall call the roll at meetings of the Senate.
5. The Clerk of the Senate shall take the minutes of meetings of the Executive Council, which the President of the Senate shall cause to be submitted to the permanent records of the Associated Students of Willamette University.
6. The Senate may dismiss the Clerk of the Senate upon the recommendation of the Vice President with the approval of the Senate.

### **Section 8. Statements**

1. The Senate may issue statements conveying a common belief among the student body.
2. A motion to issue a statement shall require the unanimous consent of the Senate to be adopted.
3. This section shall not be construed to limit the freedom of individual senators, executive officers, and justices to individually support statements or petitions as they so choose.

### **Section 9. Resolutions**

1. The Senate may adopt resolutions with the approval of the Senate directing executive officers to take official action, providing for the disbursement of student funds, or establishing rules or policy for initiatives, student programs, or affiliated student organizations.
2. Resolutions shall be consistent with the Constitution and bylaws of the Associated Students of Willamette University.

### **Section 10. Amendments**

1. The Senate may by Act of the Senate amend the bylaws with the concurrence of two-thirds of the Senate.
2. Amendments to the bylaws must be reviewed by the Judicial Branch for structure and consistency before adoption by the Senate.

### **Section 11. Nominations**

1. The President may submit nominations for justices and members of university bodies to the Senate.
2. The Senate must confirm nominations for justices with the concurrence of two-thirds of the Senate.

3. The Senate must confirm nominations for members of university bodies with the approval of the Senate.
4. The Judicial Branch, in collaboration with the President pro tempore of the Senate, shall solicit and review applications for Judicial positions and provide recommendations to the President.
5. The President shall submit nominations for members of university bodies in accordance with the provisions of Article VII.

### **Section 12. Senate Meetings**

1. The President of the Senate shall determine the time, place, and manner of meetings of the Senate, and shall publish an agenda at least twenty-four hours prior to meetings of the Senate, except that resolutions of the Senate may provide for regulations of, modifications to, or specifications of the time, place, or manner of meetings of the Senate and their agendae.
2. The President of the Senate shall submit an agenda for meetings of the Senate to be published in Today@Willamette and the official University calendar, such that the agenda is available at least twenty-four hours prior to meetings of the Senate. This agenda must specify the time, place, and manner of the meeting of the Senate, the order of business, and provide references to the text of each bill, resolution, or statement before the Senate. All senators shall attend meetings of the Senate. Failure to attend meetings of the Senate shall be considered an attendance strike in accordance with Section 13 of this article

### **Section 13. Attendance**

1. Unexcused absences at any required event shall accrue an attendance strike. If a senator accrues three attendance strikes, removal proceedings may be initiated by the Judicial Branch.
2. The Judicial Branch may excuse attendance strikes. The following circumstances shall be considered in determining excusal of attendance strikes:
  - a. The senator notified the President of the Senate, Senate Parliamentarian, or the Chair of a committee or other members of their class as the case may be, twenty-four hours in advance of their anticipated absence.
  - b. In the case that the senator was absent from a meeting of the Senate, the senator sent a proxy to a meeting of the Senate, in accordance with the third subsection of this section.
  - c. The senator could not attend due to religious, medical, or other critical obligations, or the senator experienced extraordinary conditions that rendered them unable to attend the event.
3. Senators may send proxies to meetings of the Senate to vote in accordance with the wishes of the senator they represent. No senator, executive officer, or justice may serve as a proxy. The senator must give notice of their intention to send a proxy and the name of such a proxy at least twenty-four hours in advance of a meeting of the Senate, except that the President of the Senate or Senate Parliamentarian may accept such notice and the name of the proxy at any time before the meeting of the Senate is called to order.

## **Article II. Removal and Vacancies**

### **Section 1. Recall**

1. Senators or executive officers removed in accordance with this section shall remain eligible to stand for election.
2. Any student may initiate a petition to remove a senator from their class or an executive officer. Such petitions may, with the signatures of not less than fifty members of the class of the senator to be removed, or with the signatures of not less than one hundred students in the case of an executive officer, be presented to the Judicial Branch, provided that the petition is presented in accordance with the judicial procedures.
3. The Senate shall hold a hearing on removal at the meeting of the Senate immediately following receipt of the petition certified by the Judicial Branch.

### **Section 2. Removal for Cause**

1. The Judicial Branch may initiate removal proceedings for senators or executive officers for violations of the Constitution, bylaws, or the student code of conduct.
2. In the case of proceedings in relation to attendance, non-attendance of a Judicial hearing shall constitute voluntary resignation.
3. The Senate shall hold a hearing on removal at the meeting of the Senate immediately following receipt of the Judicial recommendation for removal.

### **Section 3. Judicial Removal**

1. The Judicial Branch may, with the assent of any two justices, initiate removal proceedings for a justice for violations of the Constitution, bylaws, or student code of conduct.
2. The Senate shall hold a hearing on removal at the meeting of the Senate immediately following receipt of the recommendation of the Judicial Branch for the removal of a justice.

### **Section 4. Removal Proceedings**

1. No senator, executive officer, or justice shall be removed under any circumstance other than the proceedings described in this article, and in all cases with the concurrence of two-thirds of the Senate.
2. Hearings shall be conducted in closed session, and minutes shall not be taken of removal proceedings. The Judicial Branch or petitioners, as the case may be, may present their case for removal before the Senate, and the concerned senator, executive officer, or justice, as the case may be, shall have the right to present a defense.

### **Section 5. Elections**

1. There shall be held elections for executive officers during the spring academic term.
2. There shall be held elections for senators during the spring academic term following elections for executive officers.
3. Special elections to fill vacancies for senators or executive officers may be held during the

fall academic term.

4. All elections shall be overseen by the Elections Commission as provided for in the Constitution.

### **Section 6. Senator Appointment**

1. If, in the determination of the Judicial Branch, a special election is infeasible to fill a vacancy, the senators currently serving in the class where the vacancy exists may appoint a senator to serve until the next election for senators by a simple majority. The appointment must be confirmed with the approval of the Senate to take effect.
2. If, in the determination of the Judicial Branch, appointment by senators is infeasible to fill a vacancy, the President of the Senate may nominate a senator to serve until the next election for senators. The appointment must be confirmed with the approval of the Senate to take effect.
3. Prior to any appointment described in this section, any vacancy shall be made public to students of the constituents' class.

## **Article III. Senate Officerships and Classes**

### **Section 1. Assignment to Officerships**

1. Before the start of each academic term, after all senators have been elected, each senator shall submit to the Vice President their preferences for officerships in ranked order, with the first officership listed being their first preference, the second officership listed being their second preference, the third officership listed being their third preference, and the fourth officership listed being their fourth preference. The Vice President shall then review these preferences and assign senators to officerships accordingly.
2. Each senator, before being assigned a senate officership, must agree to fulfill all requirements for the officership assigned.
3. In the event that a senator refuses any officership assigned to them, they shall forfeit their position as senator and their seat shall become vacant.
4. Senators elected from the American Studies Program shall not have officerships assigned to them.
5. The Senate may provide by resolution for the assignment or revocation of officerships, the first subsection of this section notwithstanding.

### **Section 2. Equity Officers**

Each Equity Officer shall:

1. as a requirement of the position, attend all necessary Equity, Diversity, and Inclusion training or other events as required by the Vice President.
2. serve on the Senate Equity, Diversity, Inclusion Committee.
3. shall submit one report individually to the Senate per academic term on a matter of interest to equity, diversity, inclusion, accessibility, or a related concern.
4. be responsible for gathering concerns on equity or related issues from students in their class.



### **Section 3. Finance Officers**

Each Finance Officer shall:

1. serve on the Finance and Affiliation Committee.
2. be responsible for managing their class account.
3. submit funding requests in accordance with Section 6 of this article.
4. collaborate with the Treasurer to settle and review accounts.

### **Section 4. Communications Officers**

Each Communications Officer shall:

1. serve on the Public Outreach Committee.
2. be responsible for maintaining robust communication with their class.
3. be the primary volunteer for representing the Senate in any external committee or representing their class in ad-hoc committees.
4. be responsible for gathering feedback and surveying their class on matters of interest to the Senate or related concerns.

### **Section 5. Administrative Officers**

Each Administrative Officer shall:

1. serve on the External Affairs Committee.
2. be responsible for taking minutes and attendance at class meetings.
3. facilitate town halls for their class and the whole student body.
4. be the primary volunteer for collaborating with the Judicial Branch to review proposed legislation.

### **Section 6. Class Accounts**

1. Each class shall be provided a class account, which shall serve the financial needs of the class and their projects.
2. \$100.00 shall be deposited in each class account every academic term.
3. The Finance Officer of each class may, with the consent of two other senators of their class, request additional funds. The Finance and Affiliation Committee shall make recommendations on all such requests to the Senate, which may approve requests with the approval of the Senate.
4. All funds remaining in class accounts at the end of the spring academic term shall be transferred to the Unallocated Funds Account.

### **Section 7. Class Meetings**

1. All senators shall attend class meetings.
2. No proxies shall be sent for class meetings.
3. Failure to attend a class meeting shall be considered an attendance strike in accordance with Article I, Section 13.
4. All senators of a class shall be responsible for the conduct of their class meetings.
5. Class meetings shall occur at the same frequency as meetings of the Senate, except that class

meetings may be suspended with the consent of three senators in a class. 6. Each class shall appoint for each meeting of the Senate a senator who shall be responsible for submitting a report to the Senate.

### **Section 8. Senate Projects**

1. Senators shall initiate Senate projects to create or change programs, services, or physical infrastructure on Willamette's campus.
2. Senate projects may involve dialogue and discussion with necessary administrators to design, settle, fund, and implement.

## **Article IV. Standing Committees**

### **Section 1. Committee Structure**

1. All committee members shall attend committee meetings.
2. No proxies shall be sent for committee meetings.
3. Failure to attend a committee meeting shall be considered an attendance strike in accordance with Article I, Section 13.
4. The chair of a committee shall preside over their committee in accordance with the Senate rules of order and parliamentary authority.
5. Committee meetings shall be no more frequent than meetings of the Senate, except by the unanimous consent of all committee members, but shall occur at minimum once per month during an academic term. The Chair of a committee may determine the time, place, and duration of meetings in consultation with a plurality of committee members.

### **Section 2. Executive Council**

1. The Executive Council shall consist of the President, Vice President, Treasurer, and Chief Justice, and the Office of Student Activities Advisor to the Associated Students of Willamette University *ex officio*.
2. The President shall be the chair of the Executive Council.
3. The council shall coordinate student projects and strategic goals.
4. The council shall assist senators in planning and realization of Senate projects, specifically in communication with relevant faculty and administrators, locating resources and financing, and assessing equity and other impacts.
5. The council shall host one leadership meeting per academic term to which all senators and executive officers shall attend, which shall orient incoming senators and officers to the procedures, structures, and expectations of the Associated Students of Willamette University.

### **Section 3. Equity, Diversity, and Inclusion Committee**

1. The committee shall consist of all Equity Officers and a Chair appointed by the President. The appointment must be confirmed with the approval of the Senate to take effect. 2. Care must be taken such that the committee reflects the greatest possible diversity and intersections of the Willamette community.

3. The committee shall coordinate and conduct an anti-racism training workshop to be given annually.
4. The committee shall establish written criteria for evaluating anti-racism plans submitted to it. This criteria shall be revised and updated annually, and published, for the reference of all ASWU affiliated organizations no later than three weeks before the first round of Pre-Spring funding requests opens, so as to accurately reflect and target new areas of anti-racism and anti-oppression knowledge, sources of institutional concern, and noted obstacles to equitable opportunity for marginalized and minoritized students. The committee must directly notify club leaders when the changes are published.
5. The committee shall review, approve, and certify compliance with anti-racism plans submitted by affiliated student organizations.
6. The committee shall annually require all ASWU affiliated organizations to submit revised versions of their most current anti-racism plan on record and have them approved, based on the published written criteria, no later than the first applicable round of funding for that organization.

#### **Section 4. Finance and Affiliation Committee**

1. The committee shall consist of all Finance Officers and the Treasurer.
2. The Treasurer shall be the chair of the Finance and Affiliation Committee.
3. The committee shall be responsible for oversight of the Endowment in accordance with Article VI, and may initiate proposals for the disbursement of endowment funds.
4. The committee shall be responsible for oversight of the Unallocated Funds Account and the disbursement of student fees in accordance with Section 4 of Article VI, and shall establish procedures.
5. The committee shall be responsible for maintaining an accurate and current record of the [funding precedents](#) in accordance with Section 4 of Article VI.
6. The committee shall oversee the affiliation of student organizations in cooperation with the Office of Student Activities in accordance with Section 1 of Article V.

#### **Section 5. Public Outreach Committee**

1. The committee shall consist of all Communications Officers and the Vice President.
2. The Vice President shall be the chair of the committee.
3. The committee shall be responsible for the publicity campaigns of the Associated Students of Willamette University.
4. The committee shall be responsible for hosting forums and other events for the benefit of the student body.
5. The committee shall be responsible for submitting a report of its activities to the Senate every month during academic terms.

#### **Section 6. External Affairs Committee**

1. The committee shall consist of all Administrative Officers and the President.
2. The President shall be the chair of the committee.
3. The committee shall assist and advise the President in the appointment of student representatives to university bodies.

4. The committee shall be responsible for thoroughly investigating all issues of university governance brought before it.
5. The committee shall facilitate communication between students and faculty and administrators.
6. The committee shall organize town hall meetings of interest to the concerns of the student body, in coordination with any relevant administrators or faculty.

### **Section 7. Ad-Hoc Committees**

1. The Vice President may, in their discretion, convene and refer matters to ad-hoc committees of the Senate.
2. The Vice President shall determine the membership of any ad-hoc committee.
3. The Vice President shall advise any ad-hoc committee and shall either be the chair of such a committee or appoint a senator to be chair of such a committee.

## **Article V. Affiliated Student Organizations**

### **Section 1. Affiliation**

1. All registered student organizations shall be affiliated with the Associated Students of Willamette University and the Willamette University Office of Student Engagement and Leadership..
2. Student organizations seeking affiliation with the Associated Students of Willamette University may apply to the Finance and Affiliation Committee for recommendation to the Senate for approval. The committee shall consider such applications according to the following criteria:
  - a. The student organization serves a purpose within the Willamette community.
  - b. The student organization serves an existing need or interest of the student body.
  - c. The student organization is deemed likely to be stable and sustainable, considering its subject and nature, finances, and institutional capacity for personnel transitions.
  - d. The student organization is capable of collaboration and coexistence with other affiliated student organizations.
  - e. The student organization demonstrates a commitment to being as accessible and equitable as reasonable.
3. The Senate may approve the recommendation of the committee for the affiliation of a student organization with the approval of the Senate.

### **Section 2. Rules**

1. Affiliated student organizations and initiatives must abide by the policies of the Office of Student Activities as designated within the Student Organization Handbook and the Leader and Advisor Agreement.
2. Affiliated student organizations must create and maintain a working inventory to be submitted to the Finance and Affiliation Committee every academic term.
3. Affiliated student organizations must uphold equity, accessibility, and transparency to the greatest

extent reasonable.

4. Affiliated student organizations must submit anti-racism plans consistent with Section 3 of this article.
5. The Senate may disaffiliate a student organization for violations of these rules with the approval of the Senate.
6. No student organization may under any circumstance become affiliated with the Associated Students of Willamette University except in accordance with Article V Section 1 of the bylaws of the Associated Students of Willamette University.
  - a. Student organizations not affiliated with the Associated Students of Willamette University in this manner or which have been disaffiliated by resolution of the Associated Students of Willamette University which have not subsequently been affiliated in accordance with Article V Section 1 of the bylaws of the Associated Students of Willamette University shall not receive any funding, administrative support, or any other resources whatsoever from the Associated Students of Willamette University under any circumstances.
  - b. The Judicial Branch is responsible for enforcing this section and nullifying acts in violation of the bylaws of the Associated Students of Willamette University without accepting or contemplating considerations outside the Constitution or bylaws of the Associated Students of Willamette University or instruments issued pursuant to them.

### **Section 3. Anti-Racism Plans**

1. Affiliated student organizations shall submit anti-racism plans to the Equity, Diversity, and Inclusion Committee, which shall produce written criteria for evaluating plans in accordance with Section 4 of Article IV.
2. If the committee finds that an anti-racism plan produced by an affiliated student organization insufficiently fulfills the criteria established by the committee, or that an organization is out of compliance with its anti-racism plan, the committee may issue the following sanctions, in escalating order:
  - a. The organization shall begin undergoing regular reviews by the committee every month, two weeks, or week as determined by the committee to evaluate the organization's progress with establishing an anti-racism plan and executing it. At least one officer of the organization, or more as required by the committee, must be present.
  - b. Officers that have failed to execute the anti-racism plan or to formulate one may be suspended from their positions for periods of time specified by the committee or indefinitely.
  - c. If the organization does not consent to the former action, or if their ability to support the execution of a satisfactory anti-racism plan is placed in doubt by the committee, the committee may recommend that the organization be disaffiliated from the Associated Students of Willamette University. The Senate must confirm

this decision with the approval of the Senate for the disaffiliation to take effect.

#### **Section 4. Student Programs**

1. The Senate may provide by resolution for the charters and establishments of student programs, which shall be affiliated student organizations in service to the whole student body.
2. Student programs shall submit a report on the status of their organization, governance, finances (especially use of student funds), progress in relevant areas, and any other information requested by the Treasurer or any senator once per month during academic terms.
3. Student programs must submit requests for funding in accordance with the [finance procedures](#) and any provisions of the procedures relating specifically to student programs.

### **Article VI. Finances and the Endowment**

#### **Section 1. Student Fees**

There shall be levied a student fee, established by the Senate by resolution, the revenues from which shall be deposited into student accounts by the following schedule: 1. 2.5% shall be allocated to pay reserve fees.

2. 1.25% shall be allocated to pay the administrative fees of the university.
3. 2.5% shall be allocated for deposit into the Endowment.
4. 93.75% shall be allocated for deposit into the Unallocated Funds Account.

#### **Section 2. Endowment**

1. The 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. The Endowment is a manifestation of our care as students investing in the future of students, in accordance with the principle expressed by *non nobis solum nati sumus*.
2. All funds in the Endowment shall belong to and be held in trust for the Associated Students of Willamette University.
3. The Senate may provide for the deposit of funds into the Endowment.
4. The Senate may provide for the withdrawal of funds from the Endowment only with the concurrence of two-thirds of the Senate. Withdrawals must be made with due consideration of the long-term sustainability of student finances and accounts, in accordance with the specifications of the [finance procedures](#) regarding use of the Endowment.

#### **Section 3. Finance Procedures**

1. The Finance and Affiliation Committee shall maintain an accurate and current record of [finance procedures](#) that shall be available and public to the student body. The committee may recommend revisions to the [finance procedures](#) to the Senate.
2. The [finance procedures](#) may be revised upon the recommendation of the committee with the approval of the Senate.

#### **Section 4. Affiliated Student Organization Funding**

1. Student fees may be disbursed on the request of affiliated student organizations, the recommendation of the committee to fulfill such requests, and the approval of the Senate with the recommendation of the Finance and Affiliation Committee. The recommendation of the committee must be made in accordance with the [finance procedures](#).
1. The Senate may amend the recommendations of the committee with the approval of the Senate. Care must be taken that such amendments are consistent with the standards of equity and transparency.
2. Affiliated student organizations must submit requests for funding in accordance with the [finance procedures](#).

#### **Section 5. Operational Funding**

1. The Finance and Affiliation Committee shall prepare and submit recommendations for an operating budget for continuing costs and wages for each academic year during the spring academic term of the previous year.
2. The Senate may amend the recommendations of the committee with the approval of the Senate.
3. The Treasurer shall disburse the funds approved in the Operating Budget.

#### **Section 6. Reports of the Treasurer**

1. The Treasurer shall submit all reports to the Treasurer and from the Treasurer to the President of the Senate to be appended to the minutes of the meeting of the Senate immediately following the submission of any report.
2. Any senator, executive officer, or justice may submit in writing requests to the Treasurer for financial information relating to the use of student funds in any affiliated student organization, program, or initiative, which the Treasurer shall forward to any relevant financial managers or contacts.

### **Article VII. Student Representatives and Officers**

#### **Section 1. Appointment of Student Representatives and Officers**

1. The President may appoint student representatives to university bodies and student officers described in this article with the assistance and advice of the External Affairs Committee and the approval of the Senate.
2. Student representatives and officers, unless otherwise specified, shall hold their terms for the duration of an academic year, except that appointments may be made to fill vacancies as such may arise.
3. The President shall, in consultation with university administrators, determine the appropriate number and nature of student representatives to university bodies.

#### **Section 2. The President**

1. The President shall serve as the chief representative of the students of the College of Arts

and Sciences to the Board of Trustees, the University Council, and the College of Arts and Sciences Council.

2. The President may appoint additional student representatives to the University Council and College Council.

### **Section 3. Collegiate Readership Initiative**

1. The Collegiate Readership Initiative shall promote civic literacy and global awareness through accessibility to news media and reliable journalism.
2. The Vice President shall be the chair of the commission, and shall administer the commission and seek and negotiate contracts with media organizations as necessary for such administration.

### **Section 4. Honors and Awards Commission**

1. The Honors and Awards Commission shall recognize student contributions to the student life and the university community.
2. The commission shall consist of an Honors and Awards Director, who shall be the chair of the commission, and four additional Honors and Awards Commissioners.
3. The commission shall seek student nominations from the student body, faculty members, and university staff.
4. The commission shall evaluate nominations and select students from across campus communities to be honored at an annual ceremony.

### **Section 5. Shuttle Service**

1. The Shuttle Service shall provide reduced-cost travel to and from the campus and Portland International Airport.
  2. There shall be appointed a Shuttle Service Director who shall create and release schedules for shuttle transportation, administer the sale of shuttle tickets, coordinate shuttle service provision.
3. The director shall report expenditures, sales, and other information as necessary to the Treasurer whenever shuttle services are offered.

### **Section 6. Senior Events Commission**

1. The Senior Events Commission shall provide senior events and related programming to each graduating class.
2. The commission shall consist of a senior student appointed to be the Senior Events Director, and four additional senior students appointed to be Senior Events Commissioners.
3. The commission shall report on its expenditures, progress, events, and activities to the Treasurer once per month during academic terms.

Effective March 11th, 2022.