

The Associated Students of Willamette University Constitution



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PREAMBLE

We, the Associated Students of Willamette University, commit to uplifting the quality of the student experience in all levels of university and campus life. We shall uphold the standards of accountability, inclusivity, and transparency among students, faculty, and university administrators.

Article 1. Definitions

SECTION 1.

1. This organization shall be known as the Associated Students of Willamette University or ASWU.

SECTION 2.

1. All students of the Willamette University College of Arts and Sciences and students of the American Studies Program (ASP) shall be members of the Association upon payment of the student body fee.

SECTION 3.

1. The ASWU government shall consist of an Executive Branch, a Legislative Branch, and a Judicial Branch and shall be overseen by a staff advisor from the Office of Student Activities.

Article 2. The Executive Branch

SECTION 1.

1. The Executive Branch shall consist of 4 Executive Officers: the President, Vice President, Treasurer, and the Press Secretary.
2. The four officers of the executive branch shall be referred to collectively as the Cabinet or individually as executive officers.

SECTION 2.

1. Each Executive Officer shall:
 - a. Be a member of the Associated Students of Willamette University.
 - b. Remain in good academic standing, defined by the University Registrar and the Office of Student Activities as a cumulative 2.5 GPA and with no current academic probation.
 - c. Meet when called on by the ASWU President or any two members of the Executive Board.
 - d. Be prepared to answer to the ASWU Senate and Judicial Branch on any matters relevant to their position.
 - e. Maintain appropriate transition materials.
 - f. Serve a yearlong term beginning the day after commencement.

SECTION 3.

1. The President shall:
 - a. Serve as the primary representative of the members of ASWU in university governance.
 - b. Serve as the student representative to the Board of Trustees of Willamette University.
 - c. Communicate regularly with the student body.
 - d. Appoint student members to university and faculty committees that require student representation.
 - e. Have the power to veto any legislation of the ASWU Senate. A veto is only effective if the Vice President receives a written statement outlining the rationale of the veto by the President within a week of the date the legislation in question was approved by the ASWU Senate.

SECTION 4.

1. The Vice President shall:
 - a. Assume the duties of the President in their absence.
 - b. Serve as the President of the Senate. The Senate President shall only cast a vote in the event of a tie.
 - c. Appoint a Senator to serve as President Pro Tempore upon majority approval by the Senate. The President Pro Tempore shall act as President of the Senate in the event of an absence of the Vice President.
 - d. Serve as Chair of the Elections Commission.

SECTION 5.

1. The Treasurer shall:
 - a. Manage and administer funding within all ASWU accounts. b. Prepare budgets for approval by the ASWU Finance Board and ASWU Senate.
 - c. Maintain appropriate records of all ASWU finances.
 - d. Serve as financial advisor for all ASWU activities, committees, organizations, and boards.

SECTION 6.

1. The Press Secretary shall:
 - a) Oversee all public outreach and communications from ASWU to any outside entity.
 - b) Maintain a working knowledge of the proceedings of every meeting of the Senate and Cabinet.
 - c) E-mail a fortnightly newsletter to all members of the Associated Students of Willamette University containing a summary of the previous Senate meeting, information about upcoming Senate meetings, messages submitted by members of the Senate or Cabinet, information about upcoming elections when relevant, and updates about ways students can get involved with ASWU.
 - d) Carry out an outreach project every semester to build student interest in ASWU.
 - i) The project may consist of any combination of posters/visual materials, written materials, podcasts, videos, or social media posts.

- e) Hold press conferences as necessary open to all members of the Associated Students of Willamette University.
 - i) Press Conferences are defined as scheduled events open to all members of the student body, where the Press Secretary, as well as any senators, justices, or executive officers requested to attend by the Press Secretary will be present and available to speak to and answer questions from the student body and student media.
 - ii) A press conference may be determined necessary by the decision of the Press Secretary, by the agreement of any 2 other executive officers, or by resolution of the Senate.
 - iii) The Press Secretary shall work in conjunction with the Executive branch to ensure any press conference is accessible to all students. In the Cabinet, the Press Secretary shall serve as the contact for any questions regarding accessibility issues.
- f) Serve as the primary contact for ASWU to student media and organizations who may inquire about ASWU.
 - i) This is not to be construed as precluding any senator, justice, or executive officer from engaging in public outreach.
- g) Serve as the chair of the Public Outreach Committee.

2. The Press Secretary shall be nominated by the President, and approved by the Vice President, with advice and consent of the Senate, to be confirmed by a two-thirds vote in the Senate.

SECTION 7.

1. In the event that an Executive Officer cannot fulfill their yearlong term of office, these established and prescribed procedures shall go into effect to fill the position until an election can be held:
 - a. In the event of a vacancy of the ASWU President, the Vice President shall serve as the interim President and the President Pro Tempore of the Senate shall serve as the Vice President until an election can be held.
 - b. In case of the vacancy of the offices of Vice President or Treasurer, a new Executive Board member will be nominated by

the remaining members of Executive Board and confirmed by the Senate within two weeks of the vacancy.

Article 3. The Legislative Branch

SECTION 1.

1. The Legislative Branch shall consist of the ASWU Senate. The 22 voting members of the ASWU Senate shall be comprised of five elected students from each class and two elected students from the American Studies Program.
2. The officers of the ASWU Senate are the:
 - a. President of the Senate
 - b. President Pro Tempore of the Senate.
 - c. Class Whips of each class caucus.
 - d. Senate Parliamentarian, who shall be the Chief Justice of the Judicial Branch.
 - e. Senate Clerk.

SECTION 2.

1. Each member of the Senate shall:
 - a. Be a member of the Associated Students of Willamette University.
 - b. Remain in good academic standing, defined by the University Registrar and the Office of Student Activities as a cumulative 2.5 GPA and not being on academic probation.

SECTION 3.

1. The Senate shall have the power to:
 - a. Investigate and report on any area of student life and university governance.
 - b. Propose legislation to amend the ASWU Bylaws.
 - c. Levy a fee and allocate funds of the Association and the ASWU Endowment.
 - d. Approve and remove affiliation of student organizations.

- e. Override a presidential veto by a two-thirds majority.
- f. Meet when called upon by the President of the Senate or President Pro Tempore.
- g. Meet in an emergency session when called upon by at least two members of the Executive Board.

Article 4. The Judicial Branch

SECTION 1.

1. The Judicial Branch shall consist of three Justices: one Chief Justice and two Justices.
2. The Chief Justice shall be nominated by the ASWU President and confirmed by a two-thirds majority of Senate.
3. The Justices shall be nominated by the ASWU President and confirmed by a two-thirds majority of Senate.

SECTION 2.

1. Each member of the Judicial Branch shall:
 - a. Be a member of the Associated Students of Willamette University.
 - b. Remain in good academic standing, as defined by the University Registrar and the Office of Student Activities as a cumulative 2.5 GPA and not being on academic probation.

SECTION 3.

1. The Judicial Branch shall:
 - a. Hold the legislative and executive branches accountable to the ASWU Constitution, ASWU Bylaws, and the Willamette University Student Code of Conduct.
 - b. Review the actions of Executive Branch and Legislative Branch members at their discretion.
 - c. Be held accountable to the ASWU Constitution, ASWU Bylaws, and Willamette University Student Code of Conduct by the ASWU advisor.

SECTION 4.

1. The Chief Justice shall be nominated by the outgoing ASWU President at least one week prior to the final Senate meeting of the semester.
2. One Justice shall be nominated by the outgoing ASWU President at the end of Spring semester and one shall be nominated by the ASWU President at the end of Fall semester.
3. Justices must be re-confirmed by a two-thirds majority of the ASWU Senate at the end of two consecutive semesters of service if they wish to keep their office.
4. Justices seeking to be elected to other ASWU offices must resign from their position as a Justice to be eligible.

Article 5. Elections

SECTION 1:

1. The ASWU Elections Commission, hereby referred to as the Elections Commission, shall have administrative authority overseeing the Executive and Senate elections process which shall be chaired by the Vice President.
2. The date of the elections shall be recommended by the Vice President and approved by the Elections Commission, as outlined by the elections process.
3. The Elections Commission will not have the authority to make changes to the established elections processes, but instead shall only have the authority to carry out elections processes. The Senate has the power to make changes to the elections process with two-thirds approval.
4. Membership of the Elections Commission shall consist of: the Vice President as a non-voting ex-officio Chair of the Commission, one Senator nominated and approved by Senate, one Justice nominated by the Judicial Branch and approved by Senate, and three atlarge students who are recommended by the ASWU President and approved by the Senate. The ASWU Advisor will serve as a non-voting member of the Commission.
5. The Elections Commission shall be formed at the end of each

semester to serve for the following semester.

6. Candidates must be made aware of the elections process and affirm their understanding of the process by agreeing to the standards set in the Elections Packet.
7. It is the responsibility of the Elections Commission to make the following items available to all candidates within the Elections Packet: Election rules; all dates pertaining to the campaign and election; and an expenditures form.
8. The Elections Commission shall ensure that all candidates participating in off-campus study programs are provided with the same opportunities and resources as other candidates.

SECTION 2:

1. If the Vice President is a candidate for ASWU elected office, they shall recommend a member of the ASWU Executive Board to serve as chairperson of the Elections Commission for the duration of the election. The Vice President shall not in any way participate in the administration of that election.
2. In the event that a member of the Elections Commission becomes a candidate for ASWU elected office they shall not participate in the administration of that election and a replacement will be nominated and approved by Senate.

SECTION 3:

1. Anyone may notify the Elections Commission of a potential violation. The Elections Commission shall be in charge of investigating the validity of each accusation within 24 hours.
2. Only confirmed members of the Commission will be permitted to hear and rule on the violation.
3. A decision against the defendant requires a three-fifths vote of the Commission.
4. A statement concerning the findings of the Commission shall be issued immediately following the hearing.
5. Candidates can appeal an Elections Commission decision within twenty-four hours of the announcement by sending a written statement to the Elections Commission Chair and the Chief Justice. The Judicial Branch shall then review the appeal.
6. If the election is to take place before the Judicial Branch's

consideration of the appeal, the election will be postponed until after they rule on the appeal.

SECTION 4:

1. All ballots cast will be confidential.
2. All ASWU fee paying members shall be entitled to one vote.

SECTION 5:

1. All candidates for ASWU office shall be in good academic standing, defined by the University Registrar and the Office of Student Activities as a cumulative 2.5 GPA and not being on academic probation.
2. The ASWU advisor must certify the eligibility of all candidates.

**Article 6.
Amendments**

SECTION 1.

1. Amendments to the Constitution or replacement of the Constitution shall be recommended to a student body referendum upon two-thirds approval of the ASWU Senate or upon presentation to the Senate of a petition signed by no less than ten percent of the student body.
2. Prior to the referendum, the proposed changes must be announced publicly and be made available to the student body for no less than one week.
3. The proposed changes shall be voted on by the Associated Students of Willamette University and ratified upon approval by a majority of votes cast.

**Article 7.
Ratification of the Constitution**

SECTION 1.

1. Upon approval by a majority of votes cast by the Associated Students of Willamette University, this Constitution will go into effect at the end of the Spring 2018 ASWU election cycle.