

ASWWU Student Senate By-Laws

May, 2011

ARTICLE I Name and Objectives

A. Name

The name of the council is the Associated Students Student Senate, hereafter known as the Senate.

B. Objectives

The purpose of the Senate is to serve as an advisory body to the AS Board of Directors (ASBOD) on student issues and increase student involvement in the ASBOD decision-making process. The Senate will not be limited in the scope of issues it covers. Issues discussed by the Senate can originate from the ASBOD, other AS or University committees, within the Senate, or directly from students. The Senate will also approve any changes to the charge and charter of the AS Election Board. The Senate will not advise the ASBOD on personnel matters and application of personnel policies.

ARTICLE II Membership Qualifications

A. Individual Membership

Any student currently enrolled in one or more credit at Western Washington University is eligible for appointment and membership.

B. Term of Office

Following approval by the ASBOD, senators will serve a term of office until the end of finals week Spring Quarter. Senators may be appointed during Spring Quarter for the following year, but such appointments will not be more than one-fourth of the current membership.

C. New Members

New members will be nominated by the Student Senate Chair, hereafter known as the Chair, and must be confirmed by the ASBOD.

1. Any applicant for the Senate must fill out a Senate application and submit it to the AS Representation and Engagement Programs (REP) Support Staff.
2. The Chair will consult the Senate Advisor during the Senate selection process.

ARTICLE III Senate Leadership

A. Chair

The Chair may not serve concurrently as a member of the ASBOD. The Chair must fulfill all obligations of the Student Senate job description (Appendix A) and the AS Personnel policies (available in the Personnel Office).

B. Vice-Chair

The Vice-Chair may not serve concurrently as member of the ASBOD.

1. The duties of the Vice-Chair will be to:
 - a. Perform the duties of the Chair in the absence of the Chair. While serving as the Chair, the Vice-Chair will not have voting privileges. If neither the Chair nor Vice-Chair is present, the meeting will be adjourned.
 - b. Coordinate forums and other student outreach activities as needed.
2. The Vice-Chair will be elected by a majority vote of the Senate. In the case of more than two candidates, the Vice-Chair will be elected by an instant runoff vote.
 - a. Elections for the Vice-Chair will begin the third meeting of Fall Quarter.
 - b. Elections will be a two week process. Nominations will be held the first week, and remain open until the next meeting. Voting will be held the second week.
 - c. Each Senator may make one nomination.
 - d. Elections will be held any time there is a vacancy in the position of Vice-Chair. The two-week process will begin at the next regularly scheduled meeting of the Senate.

C. Secretary

The Support Staff to the Representation and Engagement Programs Office will serve as the Secretary to the Senate.

1. The duties of the Secretary will be to:
 - a. Take and publish the minutes of the Senate;
 - b. Manage and organize the Senate folders and binders;
 - c. Perform other appropriate duties as designated by the Chair.
2. The Secretary of the Senate is a non-voting member.

D. Parliamentarian

The Parliamentarian may not serve concurrently as a member of the ASBOD.

1. The duties of the Parliamentarian will be:
 - a. To assist the Chair in maintaining parliamentary order.
 - b. To serve as an advisor to the Senate in all matters concerning parliamentary procedure.
2. The Parliamentarian will be elected by a majority vote of the Senate. In the case of more than two candidates, the Parliamentarian will be elected by an instant runoff vote.
 - a. Elections for the Parliamentarian will begin the third meeting of Fall Quarter.
 - b. Elections will be a two week process. Nominations will be held the first week, and remain open until the next meeting. Voting will be held the second week.
 - c. Each Senator may make one nomination.
 - d. Elections will be held any time there is a vacancy in the position of Parliamentarian. The two-week process will begin at the next regularly scheduled meeting of the Senate.

E. Removal of Senate Leadership Positions

1. The Chair may be removed in accordance with the AS Employment Policy (available in the Personnel Office).
 - a. If the Chair's employment is terminated, they can apply to serve as a Senator.
2. The Vice-Chair may be removed from their position by a two-thirds (2/3) vote of the Senate. Such removal will not affect their status as a Senator.
3. The Parliamentarian may be removed from their position by a two-thirds (2/3) vote of the Senate. Such removal will not affect their status as a Senator.
4. The Senate may request that the ASBOD appoint a new designee in the event that they fail to meet the expectations of their role.

F. Vacancy of the Chair

Should the position of Chair become vacant, the Vice-Chair will temporarily assume the duties of the Chair, until a new Chair is hired, in accordance with AS Personnel policies.

1. If the positions of the Chair and Vice-Chair will be vacant concurrently, the ASBOD Member designated to the Senate will temporarily assume the duties of the Chair, until the Chair and Vice-Chair positions can be filled in accordance with these By-Laws.

ARTICLE IV

Senate Membership

A. Designations

1. 1 Chair to be hired in accordance with AS hiring procedures (non-voting except in the event of a tie)
2. 1 Vice-Chair
3. One member of the AS Board of Directors, designated by the AS Board of Directors (non-voting)
4. 1 Senator per 1000 students (normal rounding rules) as follows:
 - a. 1 Senator to represent students in their First year at WWU
 - b. 1 Senator to represent students in their Second year at WWU
 - c. 1 Senator to represent students in their Third year at WWU
 - d. 1 Senator to represent students in their Fourth year (and above) at WWU
 - e. 1 Senator to represent Graduate and Post-Baccalaureate students
 - f. Balance to be Senators at-large
5. Secretary (non-voting)
6. Advisor (non-voting)

B. Vacancies

1. Vacancies will be filled in accordance with Article II, Section C.
2. In the event that no one is appointed from one of the five designated class standings listed above, that position will remain open until filled.

C. Student Senator

A Senator may not serve concurrently as member of the ASBOD (the ASBOD member designated to the Senate will be an ex officio member of the Senate). The student must be currently enrolled at WWU and have the correct class standing for the position to which they are applying. The student must commit time to Senate business outside of regular meetings (approximately one to two hours per week). Student Senators should have a strong interest in Western's community, and provide a unique perspective to the Senate and WWU as a whole.

1. The duties and responsibilities of the Senator will be to:
 - a. Attend all meetings of the Senate (see Article IV, Section D: Attendance);
 - b. Sit on at least one AS or University committees which no other Senator is seated. (see Article VII; pursuant to approval by the ASBOD through the committee appointment process);
 - c. Serve as an active participant in all Student Senate meetings; come prepared having read appropriate minutes and documents.
 - d. Inform the Senate on campus and committee activities and other relevant information;
 - e. Help coordinate events for the Senate;
 - d. Bring issues to the Senate that are of concern to the students represented.

D. Attendance

Each Senator will be allowed two absences per quarter.

1. Following a third absence, the Senator must be reinstated in accordance with Article IV, Section F of these By-Laws.
2. Following reinstatement, the number of allowed absences resets.

E. Removal

A Senator may be removed from the Senate for violating requirements set forth in these By-Laws.

1. A Senator may be recommended for removal by a two-thirds vote of the seated membership of the Senate. The recommendation will be forwarded to the ASBOD for a vote. Poor attendance may be grounds for removal.

F. Reinstatement

Reinstatement is at the discretion of the Senate.

1. In order for a Senator to be reinstated, a motion for reinstatement must be passed by a simple majority of the seated membership.
2. The Senator must be present to be reinstated.
3. Discussions about reinstatement should be conducted in a closed session.

G. Quorum

Quorum of the Senate will consist of a simple majority of the voting membership. If a quorum is not present, the Chair will adjourn and reschedule the meeting

ARTICLE V

Meetings

A. Meetings

The Senate will hold regular weekly meetings in consideration of other standing meeting times.

1. The ASBOD may recommend additional meetings.
2. Meetings may be called by any member (voting or non-voting) when agreed upon by 25% (twenty-five percent) of the seated voting membership.

B. Rescheduling of Meetings

1. If quorum is met, a simple majority of the Senate may reschedule meetings as needed. If quorum is not met, meetings may be rescheduled according to article IV, section G.

ARTICLE VI

Voting

A. Voting

In order for a motion to pass, it must obtain a simple majority of the legal votes cast. An abstention will not count as a legal vote cast.

ARTICLE VII

Committees

A. Committees

1. Each Senator will be appointed to at least 1 (one) committee within WWU and the Associated Students governance structure, outside of the Senate appointment (pursuant to approval by the ASBOD through the committee appointment process). Senators are responsible for attending all committee meetings and reporting back to the Senate on any items of interest and relevance that were presented, pursuant to Article IV, Section 4.3.
2. There are specific WWU and AS committees that request Senators. It is the responsibility of the Chair and the Representation and Engagement Programs Office to suggest relevant committees to the Student Senate.

ARTICLE VIII

Reportage

A. Reportage

The Senate will report to the ASBOD.

B. Referral from the AS Board of Directors

The ASBOD may refer any matter to the Senate for its consideration, except for personnel matters and application of personnel policies. Such referral should occur when the ASBOD wishes to provide for greater student input or allow further time for public comment. The Senate may make recommendations to the ASBOD.

ARTICLE IX Books and Records

A. Records

The Senate will keep records and minutes of its proceedings, and will keep a records of its membership where the ASBOD deems fit.

ARTICLE X Amendments

12.1 Amendments

The Senate will have the power to make, alter, and amend the Senate Charge and Charter or By-Laws by an affirmative vote of a majority of the Senate. A majority vote of the ASBOD is required to amend the Charge and Charter.

Appendix A: Student Senate Chair Job Description

About the Position: The Student Senate serves as an advisory council to the ASWWU Board of Directors. The purpose of the Student Senate is to increase student input and involvement in the Board's decision-making process. The Chairperson is responsible for the operation of the Student Senate. The Senate Chairperson serves as an active representative of the students of Western Washington University.

Position Classifications: Service Positions work to serve the Associated Students (AS) and support the views of the AS Board of Directors. These positions work under limited supervision and act as liaisons between various AS departments, Western students and those outside the organization. Specific duties include, but are not limited to: assisting clients or customers of the AS, working with supervisors, providing advocacy and support for AS programming and planning, and serving as a resource for Western's students.

About the Department: The REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

Term of Position: This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. The position holder is required to attend AS orientation prior to fall quarter. The week prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position works an average of 10 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is not required or expected to work during winter or spring breaks.

Position Responsibilities:

- Establish and maintain at least 5 posted office hours per week.
- Convene and preside over all meetings of the Student Senate.
- Approve all agendas and documents for Student Senate meetings.
- Actively advertise and recruit membership for the Student Senate at the beginning of Fall Quarter and as positions open throughout the year.
- Serve as a liaison between the AS Board of Directors and the Student Senate:
 - Attend all meetings of the AS Board of Directors.
 - Make weekly reports at the AS Board meetings concerning business conducted by the Student Senate and the position of the Student Senate on all pertinent issues.
 - Make a report at each meeting of the Student Senate regarding issues discussed at the Board Meeting.
 - Communicate with all members of the AS Board of Directors on a regular basis.
- Meet regularly with the ASVP for Academics Meet regularly with the Student Senate Advisor.
- Meet with other student leaders, faculty, and staff, across campus to research student concerns.
- Assist Student Senators in conducting forums:
 - Facilitate all forums or arrange for a volunteer facilitator.
 - Coordinate publicity and promotion for all forums.
 - Inform the Board of Directors about all forums.
 - Coordinate with parties that are the subject of the forum or affected by the topic to ensure that all position are represented.
 - Actively reach out to diverse groups to ensure that a broad spectrum of ideas is represented.

- Work with Press Release Writers from the AS Review and Western Front to publicize important campus issues when they are being discussed by the Student Senate.
- Serve as the official spokesperson for the Student Senate.
- Ensure Senate By Laws are adhered to. Review and Revise Senate By Laws annually.
- Perform other duties as needed or assigned.

Required Qualifications:

- Must maintain a minimum of 10 credits for undergraduates and 8 credits for graduates.
- Must maintain a minimum 2.00 cumulative grade point average.
- Serve the membership of the Associated Students in a professional and ethical manner by;
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including pre-fall orientation.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Committee to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

Preferred Qualifications:

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people. Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations. Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Basic knowledge of department and position specific responsibilities.

Reportage: The AS Student Senate Chair reports to the AS REP Associate Director.

Academic Emphasis: N/A

Job Location: Western Washington University - Viking Union

Salary: Position earns \$192.50 per pay period through WWU's payroll system