

The Associated Students of  
Willamette University  
Bylaws



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## **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.
3. Public comment shall be given at the time deemed appropriate by the executive branch
4. The President, Vice President, Treasurer, and Executive Branch, 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.
5. The approval of the Senate shall be given with the assent of more than half of those sworn or affirmed senators present and voting.
6. The concurrence of the Senate shall consist of the assent of two-thirds of those sworn or affirmed senators present and voting.
7. The Director of Administration 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 Director of Administration 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 Director of Administration 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 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. If no suitable candidate is available, the President shall fill this role.

### **Section 7. Director of Administration**

1. The Director of Administration 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 Director of Administration in the same manner as the above subsection to fill any vacancies in the service of the Director of Administration.
3. The Director of Administration shall take the minutes of meetings of the Senate, which the President of the Senate shall cause to be made public.
4. The Director of Administration shall call the roll at meetings of the Senate.
5. The Director of Administration 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 Director of Administration 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 and executive officers 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 Executive Branch for structure and consistency before adoption by the Senate.

### **Section 11. Nominations**

1. The President may submit nominations for members of university bodies to the Senate. All nominations must be confirmed by the Senate.
2. 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 agenda.
2. The President of the Senate shall submit an event announcement to Today@Willamette and the official University calendar. This event announcement must specify the time and place. All senators shall attend meetings of the Senate.

### **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 Executive Branch.
2. The Presiding Officer may excuse attendance strikes. The following circumstances shall be considered in determining the excusal of attendance strikes:
  - a. The senator notified the President of the Senate, 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 except in the most extraordinary of circumstances in accordance with Section 3.
  - 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 Section 3.
  - 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 other administrative position within ASWU 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.

## **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. These petitions may only be initiated if the senator is in violation of one or more of the following: not obeying ASWU constitution or bylaws; obtaining student misconduct charges; not fulfilling requirements of the senator position. 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 Executive Branch, provided that the petition is presented in accordance with the 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 Executive Branch.

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

1. The Executive Branch may initiate removal proceedings for senators or executive officers for violations of the Constitution, bylaws, or the student code of conduct.
2. The Senate shall hold a hearing on removal at the meeting of the Senate immediately following receipt of the Executive Branch recommendation for removal.

### **Section 3. Removal Proceedings**

1. No senator or executive officer, 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 petitioners, as the case may be, may present their case for removal before the Senate, and the concerned senator, or executive officer as the case may be, shall have the right to present a defense.

### **Section 4. Elections**

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

during the fall academic term.

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

### **Section 5. Senator Appointment**

1. If, in the determination of the Executive 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 Executive 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 Improvement Projects**

### **Section 1. 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, Director of Communication, Director of Administration, and the Office of Student Engagement & Leadership 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 4. Finance & Club Approval 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 Engagement & Leadership in accordance with Section 1 of Article V.

#### **Section 5. 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 clubs and student organizations and initiatives must abide by the policies of the Office of Student Engagement & Leadership as designated on the department website-and the Leader and Advisor Agreement.
2. Affiliated clubs and student organizations must create and maintain a working inventory to be submitted to the Finance and Affiliation Committee at the start of every academic term.
3. Affiliated clubs and student organizations must uphold equity, accessibility, and transparency to the greatest extent reasonable.
4. Affiliated clubs and student organizations must submit anti-racism plans consistent with Section 3 of this article.
5. The Senate may disaffiliate a club or student organization for violations of these rules with the approval of the Senate.
6. No club or 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 clubs and 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 Executive 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. Equity, Diversity, and Inclusion Plans**

1. Affiliated clubs and student organizations shall submit EDI 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 Executive Council finds that an anti-racism plan produced by an affiliated club and student organization insufficiently fulfills the criteria established by the committee, or that an club and organization is out of compliance with its anti-racism plan, the committee may issue the following sanctions, in escalating order:
  - a. The club or organization shall begin undergoing regular reviews by the committee every month, two weeks, or week as determined by the Executive Council to evaluate the organization's progress with establishing an anti-racism plan and executing it. At least one officer of the club or organization, or more as required by the Executive Council, 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 Executive Council, or indefinitely.
  - c. If the club or 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 Executive Council may recommend that the club or 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 3. Diversity, Equity, and Inclusion**

1. The Executive Council shall coordinate and conduct a Diversity, Equity, and Inclusion training workshop to be given annually.
2. The Executive Council shall establish written criteria for evaluating DEI plans submitted to it. These 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 Executive Council must directly notify club leaders when the changes are published.
3. The Executive Council shall review, approve, and certify compliance with anti-racism plans submitted by affiliated clubs or student organizations.
4. The Executive Council 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. 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.

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.

The Student Association Fee levied each semester on all undergraduate students enrolled in the College of Arts and Sciences shall be set to the properly scaled value based on Fall 2022 enrollment on May 1st, 2022, beginning Fall semester 2022.

The Student Association Fee shall be set on the following scale after May 1st, 2022 for the Fall 2022 Semester:

1. For anywhere from 0-1225 enrolled CAS students, The Student Association Fee shall be set to \$140 per semester.
2. For anywhere from 1226-1349 enrolled CAS students, the Student Association Fee shall be set to \$130 per semester.
3. For anywhere from 1350-9999 enrolled CAS students, the Student Association Fee shall be set to \$120 per semester.

The Student Association Fee shall be subsequently increased by \$4 each academic year before the first day of the Fall semester beginning 2023.

### **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 the 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 Club and Organization Funding**

1. Student fees may be disbursed on the request of affiliated clubs and 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](#).
2. 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.
3. Affiliated clubs and 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.
4. A representative of the Bistro will present to senators to cover any existing deficit of the past academic year, this will occur annually. If the Bistro has a deficit, covering it should be voted on by the senate.

### **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 or executive officer, may submit in writing requests to the Treasurer for financial information relating to the use of student funds in any affiliated club or 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 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. Shuttle Service**

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

Effective November 21, 2024.