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**The Constitution of the Associated Students of Western Oregon University  
(Ratified 2015)**

Edition: September 24<sup>th</sup>, 2019

**Preamble**

We, the students of Western Oregon University, in order to form an association to protect and advance the interests of the students of the university, do establish this Constitution and authorize the Student Government of the association thus formed, to represent the students of Western Oregon University in the formation and application of institutional policies affecting both academic and student affairs. The Associated Students of Western Oregon University will work to protect student rights, enrich student life, and improve both Western Oregon University and Western Oregon University's image in the local community, the state, and the nation.

**Article I**

1. The Student Body of Western Oregon University shall be known as the Associated Students of Western Oregon University (ASWOU).
  - a. All students who have enrolled in Western Oregon University, and have subsequently paid incidental fees to Western Oregon University are constituent members of ASWOU.
  - b. The governing body of ASWOU shall be known as the Associated Students of Western Oregon University (ASWOU).
  - c. The ASWOU is composed of the Executive, Legislative, and Judicial Branches.
    - i. The ASWOU shall follow the rules and regulations in the Constitution and in the created Bylaws of ASWOU.
2. The members of the ASWOU have several rights under this Constitution, and the ASWOU shall protect and defend the rights explicated in this section, and may in its discretion expand upon, but never shall detract from or abridge, those rights.

- 104 a. Each student shall have all rights granted by this Constitution, and/or laws of the  
105 State of Oregon, and/or the United States, and/or Western Oregon University.  
106 i. No student shall be deprived of liberty or property without due process of  
107 law.  
108 ii. No student shall be denied the equal protection of the law.  
109 iii. Every member of the ASWOU may speak, write, and publish freely, to the  
110 full extent guaranteed to citizens by the Constitution of both the State of  
111 Oregon and the United States.  
112 iv. Each member of the ASWOU has the rights to be free from discrimination  
113 inclusive of, but not limited to, the following areas: race, color, national  
114 ancestry, creed, religion, sexual orientation, gender identity, gender  
115 expression, sex, age, and individuals with mental and/or physical  
116 disabilities.
- 117 b. In any hearing required or permitted by this Constitution:  
118 i. Each student has the right to appear and be heard.  
119 ii. Each student has the right to demand the nature and cause of any  
120 accusation, and to have a copy thereof sufficiently far in advance of any  
121 hearing hereon to reasonably enable the presentation of a defense or a  
122 response.  
123 iii. Each student has the right to meet each witness face to face, and to compel  
124 the attendance of witnesses on that student's behalf.  
125 iv. No student may be compelled to give evidence against them self, nor  
126 twice be put in jeopardy by the same body for the same alleged offence.
- 127 3. There is created three branches within ASWOU: The Legislative (Senate), Executive, and  
128 Judicial. No branch shall exercise powers expressly granted to another by the ASWOU  
129 Constitution and/or Bylaws.  
130 a. Powers will only be given through this Constitution.

131 **Article II**

- 132 1. There is created a Student Senate.  
133 2. All legislative powers herein shall be vested in the ASWOU Student Senate.  
134 a. The ASWOU Senate serves as a deliberative forum for policy information.  
135 b. The ASWOU Senate will serve as a policymaking authority within the ASWOU.  
136 c. Any and all Presidential appointments within the ASWOU Government are  
137 subject to a simple majority approval of the ASWOU Senate. All appointees that  
138 require Senate approval shall not be compensated until they take an Oath of  
139 Office after receiving Senate confirmation of their approval.  
140 i. Any appointee, who leaves their appointed position, either voluntarily or  
141 involuntarily, must be reconfirmed by the Senate prior to accepting any

- 142 position that would normally require Senate confirmation under the  
143 Constitution.
- 144 3. ASWOU Senate meetings shall be presided over by the Senate President.
- 145 a. The Senate President will be elected at large by the student body during the  
146 ASWOU Elections.
- 147 b. The Senate President has the power to establish committees, provided the Senate  
148 may, by two-thirds vote, disapprove of such committee(s).
- 149 c. The Senate President shall assume office upon formal administration of an oath of  
150 office by the Judicial Administrator.
- 151 4. Additionally, the Senate President has the following powers:
- 152 a. The establishment of meeting times and places, subject to simple majority  
153 approval by the Senate.
- 154 b. To call extraordinary meetings of the Senate, if necessary.
- 155 c. To vote in the event of a tie amongst the Senate Body.
- 156 d. To plan and implement the legislative agenda of the Senate.
- 157 e. To call Senate Sessions to order.
- 158 f. To preside over the Senate, choosing which Members to recognize during floor  
159 debate and ruling on points of order and maintaining decorum.
- 160 g. To declare the outcome of votes and announce the results of recorded votes within  
161 Senate meetings.
- 162 h. To refer legislation to a committee(s), and set deadlines for committee action.
- 163 i. To serve as the University spokesperson of the ASWOU Senate.
- 164 j. To exercise administrative control over the operations and internal resources of  
165 the Senate.
- 166 k. Signing bills that are to be presented to the ASWOU President for signing.
- 167 5. In order for Senate to serve as both a deliberative forum for policy information, and as a  
168 policymaking authority within ASWOU, the Senate is granted the following powers:
- 169 a. To secure the protection of student rights, interests, and free expressions.
- 170 b. To promote the preservation of academic freedom and responsibility.
- 171 c. To charter independent enterprises as deemed appropriate under University  
172 policy.
- 173 d. To enter into agreements which promote the fulfillment of the provisions of this  
174 Constitution.
- 175 e. To establish all councils, commissions, boards, and agencies of ASWOU.
- 176 f. To call upon the ASWOU President to appear before the Senate as long as the  
177 Senate gives a twenty-four hour notice to the ASWOU President.
- 178 g. To review, advise, and consent to the establishment of newly created Executive  
179 departments and elements thereof including position descriptions
- 180 h. To investigate and act in any matter which affects and promotes the general  
181 welfare of the student body of Western Oregon University or elements thereof.

- 182 i. To act upon any other area which the University may delegate.
- 183 j. To make any enactment that shall be necessary and proper for executing the
- 184 aforementioned powers, as well as all other powers vested by this Constitution in
- 185 the ASWOU.
- 186 k. Senate constitutional amendments must also be approved by the student body.

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### Article III

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1. The executive power of the ASWOU shall be vested in a president of the ASWOU.

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- a. The President is elected at large by the student body during the ASWOU Elections.

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- b. The President shall assume office upon formal administration of an oath of office by the Judicial Administrator.

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2. The ASWOU Executive branch shall have the powers necessary and proper to fulfill their duties and the mandates of the ASWOU Senate. The President of ASWOU will act as chief executive officer of the ASWOU, spokesperson for the student body, and fulfill the requirements of that office as required by the University.

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- a. The President shall have the full power to:

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- i. Support and uphold this Constitution.

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- ii. Execute the legislation of the Senate.

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- iii. Uphold the decisions of the Judicial Board.

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- iv. Appoint student representatives to boards, councils, and committees of the University, both standing and special, established by any element of the University administration to perform functions of governance over the affairs of Western Oregon University.

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- v. Appoint all committees, councils, commissions, boards, agencies, and other offices of the ASWOU with the advice and consent of the ASWOU Senate.

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- vi. Make any and all other appointments with the advice and consent of the Senate.

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- vii. Create other executive departments, and may dissolve any department previously created, excluding those specifically mandated by this Constitution.

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- viii. Call the ASWOU Senate into emergency session when necessary, provided that a twenty-four hour notice be given.

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- ix. The President may also investigate specified matters as current situations demand, and act in other such areas not provided herein that the Senate may establish.

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3. Executive department directors, the President, and the Vice President comprise the ASWOU Executive Cabinet. The Executive Cabinet shall act to advise and assist the

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- 222 President in all matters that may be necessary and appropriate in the fulfillment of the  
223 President's duties and of the Constitution, and shall act in any such matter that the  
224 President may so delegate.
- 225 4. The ASWOU Vice President shall perform any Executive duties assigned by the  
226 ASWOU President. In the case of incapacitation of the ASWOU President, full Executive  
227 power and authority shall be vested in the ASWOU Vice President as permitted by the  
228 Constitution.
- 229 a. The Vice President shall be elected at large by the student body during the  
230 ASWOU Elections.
- 231 b. The Vice President ballot shall be separate from the President ballot during the  
232 elections.
- 233 c. The Vice President shall assume office upon a formal administration of an oath of  
234 office by the Judicial Administrator.
- 235 5. Notwithstanding anything to the contrary in this Constitution or any Senate law, the  
236 President shall be an *ex-officio* member of any such Executive department created or  
237 existing under the Constitution.
- 238 6. The ASWOU President, or Vice President in case of Presidential incapacitation, has the  
239 power to issue Executive Orders.
- 240 a. An Executive Order may:
- 241 i. Act to clarify a policy or law.
- 242 ii. Act to further a policy or law put forth by the ASWOU Senate.
- 243 iii. Act to direct Executive committees.
- 244 iv. Act to direct Executive Cabinet members.
- 245 b. An Executive Order may not:
- 246 i. Attempt to make or create a policy or law.
- 247 ii. Be used to petition for a new policy or law.
- 248 iii. Conflict with any Senate legislation or action.
- 249 iv. Violate any section of the ASWOU Constitution or ASWOU Bylaws.
- 250 v. Be used for any other purpose not specifically outlined within this section.

251 **Article IV**

- 252 1. There is created a Judicial Board.
- 253 2. The interpretive powers of all policies, laws, and executive orders created by the  
254 ASWOU shall be vested in the Judicial Board.
- 255 a. The Judicial Board members shall be referred to as Justices.
- 256 b. All Justices will serve for only one academic year unless they are reappointed  
257 and/or re-elected.
- 258 c. Each Justice shall assume office upon formal administration of an oath of office  
259 by the Judicial Administrator.

- 260 d. The Justices shall be ineligible to serve in any other elective or non-elective office  
261 of the ASWOU as long as they serve on the Judicial Board.
- 262 3. The judicial authority of the ASWOU will include the power of judicial review and  
263 fulfilling the requirements of the University judicial process.
- 264 a. The interpretive power of the Judicial Board shall extend to all cases upon the  
265 appeal under the Constitution and the Bylaws of the ASWOU, which require  
266 interpretation as it applies to the Student Association and all elements thereof.
- 267 4. ASWOU Judicial meetings shall be presided over by the Judicial Administrator.
- 268 a. The Chair of the Judicial Board shall be referred to as the Judicial Administrator.
- 269 b. The Judicial Administrator shall be elected at large by the student body during the  
270 ASWOU Elections.
- 271 5. The Judicial Administrator shall assume office upon formal administration of an oath of  
272 office by the highest-ranking Judicial Board member.
- 273 6. The Judicial Administrator's role is to be an impartial facilitator of all meetings and  
274 hearings.
- 275 a. The Judicial Administrator is responsible for adhering to enacted election  
276 policies.
- 277 7. The Judicial Administrator has the following powers:
- 278 a. The establishment of Judicial Board meeting times and places, subject to simple  
279 approval by the Judicial Board.
- 280 b. To call extraordinary meetings of the Judicial Board, if necessary.
- 281 c. To vote in the event of a tie amongst Justices.
- 282 d. The power to make spelling and other grammatical changes to the ASWOU  
283 Constitution and Bylaws.
- 284 i. Any question or concern with changes to the ASWOU Bylaws or  
285 Constitution can be referred to the Judicial Board.
- 286 ii. If three-fifths of the Judicial Board vote against the change, then it will  
287 revert to the way that it was before the change was implemented, and the  
288 change will not go into effect.
- 289 iii. Any changes to be made to the ASWOU Governing Documents shall be  
290 announced to all ASWOU Branches before the change is made.
- 291 e. To plan and implement the judicial agenda of the Judicial Board.
- 292 f. To call judicial sessions to order.
- 293 g. Choosing which members to recognize during floor debate, and ruling on points  
294 of order and maintaining decorum within Judicial Board meetings.
- 295 h. To declare the outcome of votes, and announce the results of recorded votes  
296 within Judicial Board meetings.
- 297 i. To serve as the University spokesperson of the ASWOU Judicial Board.
- 298 j. To exercise administrative control over the operations and internal resources of  
299 the Judicial Board.

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**Article V**

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1. An election shall require at least ten percent of the ASWOU membership casting valid votes. Elections shall include, but are not limited to, general elections, special elections, recalls, and referendums.

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a. There shall be one general election (covering all elective positions created by this Constitution or any Senate Law) each school year.

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b. Every ASWOU member that is registered for 6 credits or more is eligible to be elected to or appointed to office, except as otherwise restricted in this Constitution.

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c. During Inauguration, the highest-ranking member of the Judicial Board must swear in the newly elected officers to transfer the powers and duties from the outgoing administration. The Judicial Board shall be in charge of planning an Inauguration for the purpose of swearing in newly elected ASWOU officers, and should include a formal oath of office.

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d. The Inauguration should take place Spring Term on the Monday of dead week.

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e. The current ASWOU elected and appointed officers whose term is ending will leave office immediately following Inauguration, and the newly elected officers will assume full powers of the office.

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f. All paid ASWOU members, excluding the President will be paid from September 15<sup>th</sup> of the year they are elected to the following June 15<sup>th</sup>, and the President will be paid from June 15<sup>th</sup> of the year they are elected to the following June 15<sup>th</sup>.

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g. The President and Vice President have the power to hire an executive cabinet before Inauguration.

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h. The current Judicial Administrator will be in charge of calling all write-in candidates for all positions.

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**Article VI**

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1. The ASWOU President, ASWOU Vice President, members of the ASWOU Senate, including the Senate President, and members of the Judicial Board, including the Judicial Administrator, may be removed from office for failure to execute their duties of office, or gross violation of the ASWOU Oath of Office, and/or ASWOU policies, and/or University policies, and/or regulations.

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a. Any member(s) of the ASWOU may circulate a petition requesting a recall election. Such petition must state the name of the officer to be recalled, the office held, and the reason for recall.

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i. In order to initiate a recall election, such petition must have valid signatures from ten percent of the ASWOU membership.

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1. The Judicial Board must validate said petition within five working days upon receipt as described in the following:
    - a. The Judicial Board must hold an election within two weeks after receiving a valid petition.
    - b. The officer shall be removed from office if a majority of the valid votes cast are affirmative for recall.
    - c. A recall election must adhere to current ASWOU Election Policies.
  - b. Any members of the ASWOU may circulate a petition requesting a referendum or initiative. Such petition must state the referendum or initiative, and the reasons for requesting such. A referendum enables the ASWOU members to vote down or change a law or policy created by the legislature. An initiative enables ASWOU members to create a new law.
    - i. In order to initiate a vote, such petition must have valid signatures from ten percent of the ASWOU membership.
      1. The Judicial Board must validate the said petition within five working days upon its receipt.
    - ii. The Judicial Board must hold an election within two weeks after receiving a valid petition.
    - iii. The referendum or initiative shall become law if a majority of the votes are cast as affirmative.
  - c. This process will adhere to the ASWOU Election Policies outlined in Article 6 of the ASWOU Bylaws.
2. The Senate will have the sole power of Impeachment, and the Judicial Board shall have the sole power to try and uphold all Impeachments with a three-fifths vote. Judgment in cases of Impeachment shall not extend further than removal of office and disqualification to hold and enjoy any office of honor. The impeached party shall nevertheless be subject to subsequent hearings or sanctions according to University Policy.
    - a. Any member of the Senate may present formal charges against an ASWOU officer through legislation.
      - i. Upon formal presentation of the charges, they shall be referred to a specially convened Senate Impeachment Committee for investigation.
      - ii. The Impeachment Committee shall make a complete written report and a recommendation to Senate within two weeks.
      - iii. If the Senate proceeds with Impeachment, the Senate President, or the Judicial Administrator in case of Impeachment of the Senate President, shall preside at a special meeting in which it will be presented to and voted on by the Senate.
      - iv. Conviction and removal from office shall be three-fourths vote of Senate members present.

- 377 1. If the vote of Impeachment passes in the Senate, then it will be sent  
378 to the Judicial Board. If the Judicial Board upholds the decision of  
379 Impeachment with a three-fifths vote, then the impeached party  
380 will be immediately removed from office and their successor will  
381 assume their responsibilities.
- 382 b. A call for Impeachment may also be initiated in the Senate by a Vote of No  
383 Confidence. If the Vote of No Confidence passes with a simple majority of the  
384 members present, then the Impeachment Committee shall be convened.
- 385 i. The Impeachment Committee shall make a complete report and a  
386 recommendation to Senate within two weeks.
- 387 ii. If the Senate proceeds with Impeachment, the Senate President, or the  
388 Judicial Administrator in case of the Impeachment of the Senate President,  
389 shall preside at a special meeting in which it will be presented to and voted  
390 on by the Senate.
- 391 iii. Conviction and removal from office shall be three-fourths vote of Senate  
392 members present.
- 393 1. If the vote of Impeachment passes in the Senate, then it will be sent  
394 to the Judicial Board. If the Judicial Board upholds the decision of  
395 Impeachment with a three-fifths vote, then the impeached party  
396 will be immediately removed from office and their successor will  
397 assume their responsibilities.

398 **Article VII**

- 399 1. There is hereby created an Incidental Fee Committee (IFC). The IFC shall meet as  
400 necessary to allocate student fees to campus organizations.
- 401 2. The IFC shall be governed by the ASWOU Constitution and Bylaws. The IFC may also  
402 create for itself bylaws, but no part of the IFC Bylaws may conflict with any part of the  
403 ASWOU Constitution or Bylaws.
- 404 3. The rules of procedure contained in the most recent edition of Robert's rules of Order  
405 shall govern the Incidental Fee Committee and all of its committees in all cases in which  
406 they are applicable and consistent with the laws of the State of Oregon, ASWOU  
407 Governing Documents, and IFC Bylaws. The ASWOU Senate President or their  
408 representative shall serve as the parliamentarian for the IFC. If the Senate President is  
409 absent and has not appointed a representative, the IFC Chair may appoint a temporary  
410 parliamentarian.

411 **Article VIII**

- 412 1. This Constitution shall be adopted upon the affirmative two-thirds vote of the ASWOU in  
413 the general election and shall enter into full force and effect after the 2014 ASWOU

414 Elections, superseding any and all governing documents and instruments existing prior to  
415 that date.

416 2. This Constitution may be amended by a two-thirds vote of the Senate, with concurrence  
417 by two-thirds of the valid votes cast in a valid ASWOU Election.

418 3. The Constitution may be directly amended by the Senate, providing that there is no  
419 objection to adoption of the amendment by a present member of the Senate. Should there  
420 be such an objection, the adoption shall follow standard procedures. The resolution for  
421 amendment may also specify that an election must be held for its adoption, regardless of  
422 if it passes the Senate without objection. Should the Senate directly amend the  
423 Constitution, any member(s) of the ASWOU student body may circulate a petition  
424 requesting a referendum, further discuss in Article VI of the ASWOU Constitution,  
425 reversing the amendment. Any Senate Resolution amending the constitution by  
426 unanimous consent of the Senate must be signed by the ASWOU president. Any  
427 member(s) of the ASWOU student body may also object to passage of the resolution for  
428 amendment when the resolution is presented to the Senate or by the next meeting of the  
429 Senate immediately after the resolution's passage; should this occur, the amendment must  
430 be approved by the ASWOU student body in an election. An objection is valid if the  
431 student contacts any member of the Senate in writing to express the objection or appears  
432 before the Senate at a meeting of the Senate to object. The Senate may not directly amend  
433 the Constitution to wholly remove or significantly impede the right of an ASWOU  
434 member to request a referendum. The Senate shall conduct sufficient outreach to students  
435 when considering a direct amendment to the Constitution by tabling and using ASWOU  
436 media. The legislation adoption timeline for Senate Resolutions which amend the  
437 Constitution may not be suspended.



1  
2                   **The Bylaws of the Associated Students of Western Oregon University**

3                                   Edition: October 31<sup>st</sup>, 2019

4   **PREAMBLE**

5  
6           **WHEREIN**, The Articles of the Constitution for the Associated Students of Western Oregon  
7 University require clarification and direction, and **WHEREAS**, The Articles of the Constitution  
8 for the Associated Students of Western Oregon University require regulation and delineation: **BE**  
9 **IT KNOWN THEREFORE**, that we, the members of the Associated Students of Western  
10 Oregon University, do hereby sustain the following Bylaws.

11   **ARTICLE I – RECOGNITION**

- 12           1. There is created three branches within the Associated Students of Western Oregon  
13 University (ASWOU): the Executive, Legislative, and Judicial. No branch shall exercise  
14 powers expressly granted to another by the ASWOU Constitution.
- 15                 a. No student may attain multiple positions within the ASWOU Government  
16 whether the positions are paid, volunteer, elected, appointed, or internships,  
17 excluding active members of ASWOU Student Organizations, and the ASWOU  
18 Elections Committee.
- 19                 b. If an ASWOU Government member is appointed or elected to another position  
20 within the ASWOU Government, then that member must resign from their current  
21 position prior to accepting the new position.
- 22           2. The rules of procedure contained in the most recent edition of Robert’s Rules of Order  
23 shall govern the ASWOU Government and all of its boards and committees in all cases in  
24 which they are applicable and consistent with the laws of the State of Oregon, these  
25 Bylaws, and other duly established rules and policies of the ASWOU Government. The  
26 ASWOU Senate President shall be the parliamentarian in all meetings at which they are  
27 present and are not otherwise voting. If the Senate President is absent, the committee  
28 chair may appoint a temporary parliamentarian. The Senate President may also delegate

29 this authority as they see fit, provided that they are not absent. If the Judicial  
30 Administrator is serving as parliamentarian, they may not give a binding ruling; if serving  
31 as parliamentarian, the Judicial Administrator must also state to the meeting prior to  
32 offering any guidance that they may not give a binding ruling.

33 **ARTICLE II – MEMBERSHIP**

34 **1. ELIGIBILITY OF ASWOU GOVERNMENT MEMBER:**

- 35 a. All ASWOU Government members shall be in good judicial standing with WOU.  
36 They must also maintain at least a 2.25 GPA, both cumulatively and per term that  
37 they are part of the ASWOU Government. Should they fail to maintain this  
38 academic standing, then they shall be in a one-term probation period. If they are  
39 not in good academic standing after the probationary period, they are to be  
40 automatically removed from office.
- 41 b. All paid ASWOU Government members shall be Safezone trained through Safe  
42 Zone at Western Oregon University within the first full academic term of their  
43 paid employment. In the event a paid ASWOU Government member does not  
44 complete Safezone training within the first full academic term of their paid  
45 employment, a five-week probationary period shall be in effect. Within the first  
46 five weeks of the following term, the ASWOU Government member must  
47 complete Safezone training or be automatically removed from office.

48 **ARTICLE III – EXECUTIVE**

49 **1. EXECUTIVE DEPARTMENTS AND CABINET POSITIONS:**

- 50 a. Creation of new Executive Cabinet positions requires the President to petition the  
51 ASWOU Senate for review, advice, and consent. The President's request that the  
52 Senate approve the creation of a new Executive Cabinet position must include, at  
53 minimum, a proposed job description and the related submission to the IFC (if  
54 required). Should the Senate approve of the creation, the President shall have  
55 appointment power as granted in these Bylaws. Should the Senate deny the  
56 creation, the Senate President shall have three business days to provide a written  
57 explanation of the Senate's decision to the President. The President may then  
58 repetition the Senate for approval of the cabinet position as many times as the  
59 Senate President deems reasonable, provided that the President has changed their  
60 petition each time to address the Senate's objections. The Senate may overrule the  
61 Senate President's decision to deny the repetition by a two-thirds majority vote.  
62 The Senate may dissolve or alter these positions, including their title and job  
63 description, by duly passed legislation, or at the request of the President by a two-  
64 thirds vote.
- 65 i. Upon Senate approval, Executive Cabinet positions are to be listed here,  
66 with new positions being listed at the end. Should any position(s) be  
67 dissolved or their titles altered, the list is to be adjusted accordingly by the

Judicial Administrator. Current cabinet positions are: Chief of Staff, Director of Business and Finance, Director of Equity, Director of Multicultural Advocacy, Director of Public Relations, Director of State and Federal Affairs, Director of Student Organizations, Director of Visual Communications, Recording Secretary.

## 2. **PRESIDENTIAL APPOINTMENTS:**

- a. The President may appoint their cabinet members, liaisons to other organizations, and any other positions mandated by the ASWOU governing documents or Western Oregon University. Any and all appointments within the ASWOU Government are subject to a two-thirds majority approval of the Senate. The President must make a good faith effort to nominate a candidate for each cabinet position in which there is a vacancy. All appointments are only valid for the duration of the academic year, or the remainder of the academic year if the appointment is made mid-year, prior to the regularly scheduled inauguration. The Senate may remove an appointee from office by a two-thirds majority vote; if this occurs, the Senate President must inform the President, within 24 hours, of the Senate's action and rationale. At their discretion, the President may also remove their appointees from office, save for Judicial appointments. While the President maintains the right to remove their appointees for any reason they see fit, including but not limited to neglect of duties or determination that they are no longer worthy of service, the terminated appointee may appeal their termination to the Senate. As presidential appointees serve at the pleasure of the president, the grounds for appeal must be reviewed under the strictest of scrutiny, but the Senate may, by a three-fourths vote and after careful consideration, determine that the President acted in a manner constituting gross misconduct when they fired the appointee. By determining this, the Senate will then vote at its next meeting on the question of removing the President from office. Should this pass, it will then go to the Judicial Board for consideration as outlined in the governing documents. Any discussion surrounding issues of an identified employee's actions must be held in executive session in which no party beyond the members of the Senate, the President and Vice President, the employee in question, ASWOU advisors, and other parties mandated by law or ASWOU or WOU policy are permitted to remain. Any discussion during this time is to remain strictly confidential between the parties involved.
- b. Upon the President nominating their appointee to the Senate, the Senate may by a majority vote approve the nominee for work on a temporary basis of no less than a week, renewable indefinitely. After the first temporary approval period has completed, the Senate may consider the nominee for permanent approval. No appointee may assume office and the associated duties prior to approval and taking the oath of office administered by a member of the Judicial Board. Should

108 the Senate reject the nominee, the Senate President is to submit to the President  
109 the Senate’s rationale within three business days. The President may request the  
110 Senate’s reconsideration of the nominee at the next regularly scheduled meeting  
111 of the Senate. Should the nominee again be rejected, the President must nominate  
112 another candidate.

- 113 c. Should the President nominate a cabinet appointee between their inauguration  
114 following the general election and the Senate’s first meeting of fall term and wish  
115 for them to begin working prior to the Senate’s first meeting of fall term, the  
116 Senate President shall have the ability to confirm the nominee for a term of work  
117 not to extend past the Senate’s first regularly scheduled meeting of fall term.  
118 Should an appointee resign during a period when the Senate will not have a  
119 regularly scheduled meeting for more than three weeks, the Senate President shall  
120 also have the ability to confirm the nominee for a term of work not to extend past  
121 the Senate’s next regularly scheduled meeting.

122 **3. EXECUTIVE ORDERS:**

- 123 a. Within twenty-four hours of their issuance, all Executive Orders must be  
124 transmitted to both the Senate and the Judicial Board; Executive Orders not  
125 transmitted within this timeframe are null and void. All Executive Orders are to  
126 be reviewed by the Senate at its meeting following the issuance of the Executive  
127 Order(s). By a two-thirds vote, the Senate may overturn any Executive Order(s);  
128 should the Senate take this action, the Senate President is to notify the President  
129 of the Senate’s action and the rationale for its decision within twenty-four hours.  
130 All Executive Orders are also to be reviewed by the Judicial Board at its meeting  
131 following the issuance of the Executive Order(s) to ensure strict compliance with  
132 the explicit permissions and prohibitions on Executive Orders as stated in Article  
133 III, Section 6 of the Constitution. By a majority vote, the Judicial Board may also  
134 overturn an Executive Order on the grounds it violates the Constitution; should  
135 the Judicial Board take this action, the Judicial Administrator is to notify the  
136 President of the Judicial Board’s action and the rationale for its decision within  
137 twenty-four hours.

138 **4. INCAPACITATION:**

- 139 a. If a dispute arises about an incapacitation of the President, then the following  
140 action shall take place:
  - 141 i. The Senate and Judicial Board shall convene as separate bodies and vote  
142 to determine if the President is incapacitated.
  - 143 ii. If a two-thirds majority of the Senate, and then a simple majority of the  
144 Judicial Board vote in agreement that the President is incapacitated and  
145 unable to carry out the President’s duties, then the successor will  
146 immediately assume the powers and duties of the President.

- 147                   iii. If the President is incapacitated, then the line of succession shall be  
148 followed.  
149                   b. If a dispute arises about incapacitation of the Vice President, then the procedures  
150 stated for the incapacitation of the President shall be followed and applied to the  
151 Vice President.

152 **5. THE ASWOU BUDGET:**

- 153                   a. The ASWOU Budget and accompanying enhancement requests must be presented  
154 to and approved by the Senate prior to their submission to the IFC. This  
155 presentation should occur enough in advance of the IFC timeline so that the  
156 Senate may thoroughly deliberate and make adjustments. The ASWOU Budget  
157 may not be submitted to the IFC without Senate approval.
- 158                   i. Should the Senate not approve the ASWOU Budget, they must provide the  
159 President with their rationale in writing within three business days. The  
160 President may repetition the Senate for approval of the ASWOU Budget if  
161 they believe they have sufficiently adjusted the ASWOU Budget to  
162 comply with the Senate’s rationale.
- 163                   ii. To repetition to the Senate, the President is to send a revised budget  
164 highlighting the changes they made to the Senate at least one day prior to  
165 the meeting in which they will repetition the Senate for approval.
- 166                   b. Should ASWOU receive less funding than requested from the IFC, excluding  
167 enhancement requests, then the Director of Business and Finance shall prepare a  
168 recommended budget for the Senate’s consideration and approval no less than  
169 five weeks prior to the Senate’s scheduled adjournment sine die for the summer.
- 170                   c. Should the President wish to adjust the ASWOU Budget during the academic year  
171 for which it has already been approved, they may do so by no greater than \$500  
172 and potentially subject to the review and consent of the Senate. Should the desired  
173 adjustment exceed \$500, the President must request and receive the consent of the  
174 Senate. Should the Senate reject the President’s request, they must provide the  
175 President with their rationale in writing within three business days. The President  
176 may repetition the Senate for the adjustment if they believe they have sufficiently  
177 adjusted their request to comply with the Senate’s rationale.
- 178                   i. Should the Senate reject the President’s request, they must provide the  
179 President with their rationale in writing within three business days. The  
180 President may repetition the Senate for the adjustment if they believe they  
181 have sufficiently adjusted their request to comply with the Senate’s  
182 rationale
- 183                   d. The Executive Branch shall present the current year’s approved budget to the  
184 Senate within the first five weeks of the Senate meeting in fall term. The purpose  
185 of the presentation, while requiring no approval, is to represent to the Senate that  
186 student fees are being and will be used responsibly and beneficently.

187 **6. LINE OF SUCCESSION:**

- 188 a. In the event that the incumbent president vacates office or is unable to serve, the  
189 line of succession is as follows: Vice President, Senate President, Judicial  
190 Administrator, Chief of Staff, Director of Student Organizations, Director of  
191 Business and Finance, Director of State and Federal Affairs, Director of Public  
192 Relations, Director of Equity, Director of Multicultural Advocacy, Director of  
193 Visual Communication.
- 194 b. If the Vice President accepts the position of President, a special election shall be  
195 initiated posthaste to fill the Vice Presidency. The person most immediately in the  
196 line of succession may decline to serve. Prior to a person in the line of succession  
197 taking office on a permanent basis, the Senate may vote by a two-thirds majority  
198 to declare the person incapable of serving as president and prevent them from  
199 serving. The Senate may only do this in extreme cases where the Acting President  
200 has shown themselves to be morally deficient, acted maliciously in the ouster of  
201 the previous incumbent president, acted nefariously in the ouster of the previous  
202 incumbent president, or if the person has proven themselves to be incompetent to  
203 succeed to the presidency. Should the Senate take such an action, the line of  
204 succession will proceed until the presidency is filled or a special election, to occur  
205 posthaste, is forced by virtue of there being no person in the line of succession  
206 willing and capable of serving as president on a permanent basis. While such an  
207 election is underway, the highest-ranking ASWOU official shall be the Acting  
208 President whose decisions may be overturned by the Senate or Judicial Board.
- 209 c. If the Senate approves changing the title of a cabinet position, the title change  
210 shall automatically be reflected in this Section. If the Senate approves the creation  
211 of additional cabinet positions, they shall automatically be listed at the end of the  
212 line of succession in order of approval, provided that the Senate may, at the time  
213 of the position's creation, move the position to a different place in the line of  
214 succession. Should a position be abolished, it shall be automatically removed  
215 from the line of succession.

216 **ARTICLE IV – LEGISLATIVE**

217 **1. MEETINGS:**

- 218 a. The Senate shall meet at least three times monthly, with the exception of the  
219 months of December, June, July, August, and September, or when the regularly  
220 scheduled meeting of the Senate is on a day when the university is closed. The  
221 Senate shall not meet during finals week, except for special meetings, and is not  
222 required to fulfill its meeting quota during the months which include finals week.
- 223 b. Except for special meetings, time shall be made available on Senate meeting  
224 agendas for reports from an ASWOU Advisor, the ASWOU President, the  
225 ASWOU Judicial Administrator, an OSA Representative, and an RHA

226 Representative. The Senate President may assign reasonable specific time  
227 allocations to these reports.

228 c. The Senate President may call electronic meetings of the Senate; these meetings  
229 may be held at a time and in a manner as determined by the Senate President. The  
230 meeting must allow for a video call-in option. Electronic meetings may only be  
231 held in a committee of the whole called by the Senate President, in which the  
232 Senate President shall continue to preside. A quorum of an electronic meeting  
233 shall be a majority of those members of the Senate who have notified the Senate  
234 President that they will be participating in the electronic meeting.

235 **2. MEMBERSHIP OF THE SENATE:**

236 a. The Senate shall be limited to no more than fifteen Senators, in addition to the  
237 Senate President. A representative from the Residence Hall Association shall be  
238 allowed a speaking seat on the Senate, but is not otherwise a Senator; however,  
239 they are encouraged to apply to be a Senator. There are eleven elected Senator  
240 Positions. Elections for these Senators are to be held during the general election.  
241 If there are vacancies on the Senate, interested students shall apply to fill the  
242 vacancy with the Senate President and are subject to approval of the Senate. The  
243 ASWOU Director of Equity and the ASWOU Director of Multicultural Advocacy  
244 shall each have the right to nominate as senators two individuals from the clubs  
245 they represent for approval by the Senate without having to complete the  
246 application process. Should the nominee be approved, they are to be sworn in by a  
247 representative from the Judicial Board and assume all responsibilities and powers  
248 of a Senator, but may not act as a Senator until the conclusion of the meeting in  
249 which they were approved.

250 b. A Senator may resign their position by submitting a letter of resignation to the  
251 Senate President, who will announce the resignation at the next meeting of the  
252 Senate. The Senate President may resign by submitting their letter to the Senate  
253 President Pro Tempore or their ASWOU Advisor. The person who receives the  
254 letter or their designee shall inform the Senate of the Senate President's  
255 resignation at the next meeting of the Senate.

256 **3. SENATE LEADERSHIP:**

257 a. Senate President.

258 i. The Senate President shall serve as the Chair and presiding officer of the  
259 Senate. The Senate President is a Senator and may assume those rights  
260 when not presiding. While the Senate President maintains the freedom to  
261 speak in meetings and debate on all matters before the Senate, they are to  
262 remain impartial when recognizing members during floor debate. The  
263 Senate President maintains appointing power to committees not otherwise  
264 delegated by the ASWOU governing documents. As the appointing  
265 authority, the Senate President may also remove members or appoint

266 additional members at any time. The Senate President is to determine a  
267 reasonable expected weekly time commitment for Senators and potential  
268 Senators. All official communications to the Senate must be transmitted to  
269 the Senate President. When the Senate is not in session and if the Senate  
270 President deems a matter to be urgent and a special meeting would be  
271 unreasonable, the Senate President may act on behalf of the Senate,  
272 provided that they inform Senators of their actions as soon as possible.  
273 The Senate President shall act with restraint in these situations and shall  
274 have all actions reviewed by the Senate at its next meeting for approval or  
275 reversal. The Senate President may not unilaterally pass legislation using  
276 this ability.

277 b. Senate President Pro Tempore.

- 278 i. The Senate shall appoint one of its Senators to be the Senate President Pro  
279 Tempore by the third regularly scheduled meeting of fall term. The Senate  
280 President Pro Tempore shall serve the Senate as its Vice-Chair. The  
281 Senate President Pro Tempore shall be responsible for scheduling Senators  
282 for their weekly tabling in consultation with the ASWOU Office  
283 Coordinator; they shall also ensure that Senators are trained on tabling  
284 rules and methods.
- 285 ii. Should the Senate President vacate office, the Senate President Pro  
286 Tempore shall succeed to office, unless the Senate votes by a two-thirds  
287 majority to declare them incapable of serving as Senate President and  
288 prevent them from serving, and therefore also removing them from their  
289 position of Senate President Pro Tempore; this shall also have the effect of  
290 commencing impeachment proceedings against them as a Senator. The  
291 Senate may only do this in extreme cases where the Senate President Pro  
292 Tempore has shown themselves to be morally deficient, acted maliciously  
293 in the ouster of the previous incumbent Senate President, acted nefariously  
294 in the ouster of the previous incumbent Senate President, or if the person  
295 has proven themselves to be incompetent to succeed to the Senate  
296 Presidency. If this occurs, the longest-serving current member of the  
297 Senate who is not the Senate President Pro Tempore shall act as Senate  
298 President until a special election to fill the position has occurred, which  
299 shall happen posthaste. The Senate President Pro Tempore may also  
300 decline to serve, forcing a special election to occur posthaste. If there is no  
301 Senate President Pro Tempore, the longest-serving Senator shall act as  
302 Senate President until a Senate President has been elected or the Senate  
303 appoints a Senate President Pro Tempore within 10 days of being  
304 informed of the Senate President's vacating office.

305 4. **SENATOR RESPONSIBILITIES:**

- 306 a. Senators shall attend all Senate meetings in accordance with the Senate’s  
307 attendance policies. They are also expected to meet individually with the Senate  
308 President monthly, as scheduled by the Senate President. Except for weeks when  
309 the Senate does not meet, Senators are to spend one hour per week participating in  
310 a Senate or ASWOU-related activity outside of meetings as determined by the  
311 Senate President; this includes but is not limited to tabling and clipboarding. The  
312 Senate President may require Senators to submit statements about this activity.  
313 Each Senator shall uniquely sponsor at least one piece of legislation, or co-  
314 sponsor at least two pieces of legislation, per term. Each Senator shall attend at  
315 least one IFC meeting. Within their first four regularly scheduled meetings, each  
316 Senator is expected to have attended a training conducted by the Senate President;  
317 this training is to include an overview of parliamentary procedure and  
318 expectations and responsibilities of Senators.
- 319 b. Senators are expected to conduct themselves in a manner becoming of their  
320 position. Failure to adhere to their responsibilities or conducting themselves in an  
321 injurious manner either within or outside of Senate meetings are impeachable  
322 offenses.

323 **5. SENATE COMMITTEES:**

- 324 a. The Senate President may form and disband committees as they see fit; however,  
325 if the Senate President creates a Standing Committee of the Senate, it must exist  
326 until the completion of the academic year or is disbanded by a two-thirds vote of  
327 the Senate. The Senate may also compel the creation of a committee by majority  
328 vote; committees created in this manner may only be disbanded by the Senate.  
329 Unless otherwise duly called, committee meetings are to be open to the public.  
330 Committees, like the Senate, may not meet with less than 24 hours’ notice to their  
331 members. At times when the Senate has more than 10 Senators, the Senate  
332 President shall form a Committee on Rules consisting of three members tasked  
333 with reviewing and making recommendations, as needed, to legislation after its  
334 first reading in the Senate.

335 **6. SENATE LEGISLATION**

- 336 a. Senate Bills are used to amend the ASWOU Bylaws. Senate Resolutions are non-  
337 binding and used to state policy positions of the ASWOU Senate and/or  
338 Government and make ideological statements. Senate Resolutions may also be  
339 used to petition the internal direction, processes, and action of the Senate which  
340 would not otherwise be suited or stated in the Bylaws, including those which  
341 relate to actions of members of the Senate, including the Senate President; these  
342 resolutions do not require the signature of the President. Constitutional  
343 amendments are also Senate Resolutions; the Senate may, by a two-thirds vote,  
344 reconsider a Constitutional amendment for amendment or other action after it has  
345 passed the Senate prior to its placement on the ballot for approval by the student

346 body. Senate Joint Resolutions are used to amend the Statutes for ASWOU  
347 Chartered Organizations, further detailed in the Statutes. Any member of the  
348 Senate may sign on to any legislation prior to the meeting of the legislation’s final  
349 reading of the Senate. The Senate President is to provide the Senate with a  
350 template for legislation by its first regularly scheduled meeting in fall term.

351 **7. LEGISLATION ADOPTION TIMELINE**

- 352 a. Senate Bills shall be subject to three readings of the Senate at three separate  
353 Senate meetings. Bills do not need to be read aloud in their entirety, but this may  
354 be compelled by a majority vote of the Senate. While amendments and debate  
355 may be in order at each of the three readings, the first reading should be used for  
356 initial presentation by the sponsor(s) and any questions for the sponsor(s); the  
357 second reading should be used for considering any amendments to the bill; and  
358 the third reading should be used for final discussion and debate of the bill.
- 359 b. Senate Resolutions shall be subject to two readings of the Senate. Resolutions do  
360 not need to be read aloud in their entirety, but this may be compelled by a  
361 majority vote of the Senate. Both the first and second reading of Resolutions are  
362 used for questions of the sponsor(s), amendment, and debate.
- 363 c. Once legislation has completed its reading quota, it shall go to a vote upon the  
364 completion of debate in its final reading and require a majority vote to pass. By a  
365 two-thirds vote, the Senate may suspend this adoption timeline.

366 **8. LEGISLATIVE SIGNING AUTHORITY:**

- 367 a. The Senate President shall sign all legislation passed by the Senate within four  
368 business days. Should the Senate President object to signing legislation, they may  
369 sign an “X” and note their objection on the legislation; this still denotes its  
370 passage by the Senate and has no effect on its passage. Once the Senate President  
371 has signed the legislation, they are to present the signed copy of the legislation to  
372 the President. The President will then have four business days to sign the  
373 legislation or veto it. Unless otherwise noted, the President must also sign all  
374 legislation for it to become effective. If the President is away for a period of time  
375 and will be unable to sign or veto legislation, the Vice President may act in this  
376 capacity. If the President does not sign or veto the legislation within these four  
377 days, the legislation shall enter into effect without the President’s signature and  
378 the Senate President shall note this on the legislation. If the President vetoes  
379 legislation, they shall have twenty-four hours to inform the Senate of their veto  
380 and their rationale. The Senate may overturn the President’s veto by a two-thirds  
381 vote; if successfully overturned, the President must sign the bill within twenty-  
382 four hours. If the President objects to signing, they may sign an “X” and note their  
383 objection on the legislation; this still denotes its successful passage and has no  
384 effect on its implementation. Outright refusal to sign by the Senate President or  
385 the President is an impeachable offense.

386 **9. STUDENT CONCERN REPORTS:**

387 a. Student Concern Reports (SCRs) serve as a method for students to let their  
388 concerns be heard by the ASWOU Government, both regarding our university and  
389 the ASWOU Government itself. SCRs are to be made available to students both  
390 digitally and in paper format. Any WOU fee-paying student may submit an SCR.  
391 The Senate President is to regularly check for submitted SCRs and inform the  
392 Senate and other ASWOU Government officials of any SCRs as they deem fit;  
393 the Senate President must inform the Senate if the SCR is relating to the actions  
394 of the Senate President and must inform their ASWOU advisor of all SCRs. SCRs  
395 may be submitted anonymously but students are to be made aware that they will  
396 be unable to receive any follow-up to their submission if it is done anonymously.  
397 The Senate President shall oversee maintenance of SCR forms and take action  
398 regarding SCRs as they deem necessary. If a student requests a follow-up on their  
399 concern and provides their contact information, the Senate President must do so  
400 promptly and provide available non-sensitive information pertinent to the  
401 student’s concern. If a student provides their contact information, the Senate  
402 President shall inform the student that their SCR has been received and is under  
403 review, unless the student indicates that they do not want to receive any  
404 communication on the matter.

405 **10. INCAPACITATION:**

406 a. If a dispute arises regarding the ability of the Senate President to serve, the Senate  
407 shall meet with the President presiding as a non-voting chair. By a two-thirds  
408 affirmative vote of the Senate, the question over incapacitation will then go to the  
409 Judicial Board, which is to then vote on upholding the Senate’s decision, which  
410 shall require a majority vote. Should this occur, the procedure and line of  
411 succession in Article IV, Section 3.b.ii shall be followed.

412 **11. ATTENDANCE:**

413 a. Each Senator is allowed one unexcused absence per term; failure to comply with  
414 this policy is an impeachable offense. Any Senator who is more than 10 minutes  
415 late will be considered absent unless otherwise excused by the Senate President. If  
416 a Senator has informed the Senate President of their anticipated absence, or  
417 wishes to excuse their absence after the fact, the Senate President shall determine  
418 whether the absence is excused or unexcused. Early departure from a meeting  
419 may be counted as an absence and either be excused or unexcused at the  
420 discretion of the Senate President. A Senator may appeal the decision of the  
421 Senate President to not excuse their absence at the next meeting of the Senate and  
422 the Senate may overturn the Senate President’s decision by a two-thirds vote.  
423 Proxies for Senators are strictly prohibited in all circumstances.

424 **12. SENATE AWARDS:**

- 425 a. The Senate President shall request input from members of Senate and other  
426 pertinent parties as to whom should receive the following Senate Awards at the  
427 annual Leadership Recognition Night.  
428 i. The Senator of the Year Award  
429 ii. The Citizen Senator Award

430 **13. HONORARY RECOGNITION**

- 431 a. Any former ASWOU Senator shall be entitled to the privilege of being recognized  
432 during floor debate and offering their opinion on the matters being discussed.  
433 These former Senators shall have a seat made available for them at the Senate  
434 table during a Senate Session.

435 **14. QUESTION OF PRIVILEGE**

- 436 a. Questions of privilege shall be, first, those affecting the rights of the Senate  
437 collectively, its safety, dignity, and the integrity of its proceedings; and second,  
438 those affecting the rights, reputation, and conduct of any guests in attendance of  
439 the Senate Session.

440 **ARTICLE V – JUDICIAL**

441 **1. MEMBERSHIP OF THE JUDICIAL BOARD:**

- 442 a. The Judicial Board shall be limited to no more than five Justices, in addition to  
443 the Judicial Administrator. Two of these five Justices shall be appointed by the  
444 ASWOU President in accordance with proper appointment procedures. Elections  
445 for three Justices are to be held during the general election; if there are vacancies  
446 for Justice positions not filled during the general election, interested students shall  
447 apply to fill the vacancy with the Judicial Administrator and are subject to  
448 approval of the Senate. Should the nominee be approved, they are to be sworn in  
449 by a representative from the Judicial Board and assume all responsibilities and  
450 powers of a Justice.
- 451 b. A Justice may resign their position by submitting a letter of resignation to the  
452 Judicial Administrator, who will announce the resignation at the next meeting of  
453 the Judicial Board. If the Judicial Administrator resigns, the Senate President shall  
454 inform the Judicial Board of the Judicial Administrator's resignation at the next  
455 meeting of the Judicial Board and preside until a new Judicial Administrator  
456 assumes office, either by the Vice-Chair succeeding to office or a special election  
457 is held. The Judicial Administrator may inform the Judicial Board of their own  
458 pending resignation as well.

459 **2. JUDICIAL BOARD LEADERSHIP**

- 460 a. The Judicial Administrator shall serve as the Chair and presiding officer of the  
461 Judicial Board. The Judicial Administrator is a Justice and may assume those  
462 rights when not presiding. While the Judicial Administrator maintains the  
463 freedom to speak in meetings and debate on all matters before the Judicial Board,  
464 they are to remain impartial when recognizing members during floor debate. The

465 Judicial Administrator is to determine a reasonable expected weekly time  
466 commitment for Justices and potential Justices. All official communications to the  
467 Judicial Board must be transmitted to the Judicial Administrator. When the  
468 Judicial Board is not in session and if the Judicial Administrator deems a matter to  
469 be urgent and a special meeting would be unreasonable, the Judicial  
470 Administrator may act on behalf of the Judicial Board in providing guidance  
471 regarding their interpretation of the ASWOU governing documents, provided that  
472 they inform the Judicial Board of their actions as soon as possible. The Judicial  
473 Administrator shall act with restraint in these situations and shall have all actions  
474 reviewed by the Judicial Board at its next meeting for approval or reversal. The  
475 Judicial Administrator may not unilaterally determine violations of the governing  
476 documents or issue sentences using this ability.

- 477 b. The Judicial Administrator shall appoint one of the Justices to be the Judicial  
478 Board Vice-Chair by the third regularly scheduled meeting of fall term.
- 479 c. Should the Judicial Administrator vacate office, the Judicial Board Vice-Chair  
480 shall succeed to office, unless the Judicial Board votes by a two-thirds majority to  
481 declare them incapable of serving as Judicial Administrator and prevent them  
482 from serving, and therefore also removing them from their position of Vice-Chair;  
483 this shall also have the effect of commencing impeachment proceedings against  
484 them as a Justice. The Judicial Board may only do this in extreme cases where the  
485 Judicial Board Vice-Chair has shown themselves to be morally deficient, acted  
486 maliciously in the ouster of the previous incumbent Judicial Administrator, acted  
487 nefariously in the ouster of the previous incumbent Judicial Administrator, or if  
488 the person has proven themselves to be incompetent to succeed to the office of  
489 Judicial Administrator. If this occurs, the longest-serving current member of the  
490 Judicial Board who is not its Vice-Chair shall act as Judicial Administrator until a  
491 special election to fill the position has occurred, which shall happen posthaste.  
492 The Judicial Board Vice-Chair may also decline to serve, forcing a special  
493 election to occur posthaste. If there is no Judicial Board Vice-Chair, the longest-  
494 serving Justice shall act as Judicial Administrator until a Judicial Administrator  
495 has been elected or the Judicial Board appoints a Vice-Chair within 10 days of  
496 being informed of the Judicial Administrator's vacating office.

497 **3. MEETINGS OF THE JUDICIAL BOARD:**

- 498 a. The Judicial Board is only required to meet when it would have business to  
499 conduct.
- 500 b. The Judicial Board may not act without a quorum of its members present.

501 **4. DELIBERATION PROCESSES:**

- 502 a. To obtain a hearing before the Judicial Board, any fee-paying WOU student may  
503 complete a hearing request form as established by the Judicial Administrator and  
504 submit it to the Judicial Administrator; the Judicial Administrator or an ASWOU

505 Advisor may also submit a hearing request on the behalf of a student who informs  
506 them of their desire for a hearing. The Judicial Administrator must notify the  
507 Judicial Board of the request within 48 hours of the request's submission. Hearing  
508 requests are to include the alleged violation of the ASWOU governing documents  
509 and any details available to the submitter which are pertinent to the case. Hearing  
510 requests may not be anonymous, per the ASWOU Constitution guaranteeing  
511 students the right to face their accuser. Parties involved in the hearing request are  
512 to be invited to the Judicial Board meeting in which their case will be heard and  
513 allowed to speak to their case and/or submit their testimony in writing. The  
514 Judicial Board is then to determine if there was, in fact, a violation and then what  
515 sentence, if any, would be appropriate. The Judicial Board is to inform the accuser  
516 and the defendant of its determinations in writing within 48 hours.

- 517 b. The Judicial Board shall review all legislative action taken by the Senate  
518 regarding its adherence to the constitution, or Bylaws if the legislation is not an  
519 amendment to the Bylaws or constitution themselves, following the first reading  
520 of the legislation in the Senate or, at its discretion and with the request of the  
521 Senate President, prior to the first reading of the legislation.
- 522 i. Should the Judicial Board regard legislation of the Senate to be in  
523 violation of the constitution, the Judicial Administrator must submit in  
524 writing the exact constitutional issues with the legislation to the Senate no  
525 less than 48 hours prior to the next duly scheduled meeting of the Senate,  
526 or as soon as absolutely possible should the Judicial Board meeting occur  
527 within 48 hours of the next duly scheduled meeting of the Senate.  
528 Provided that the Senate has not suspended the adoption timeline and  
529 already adopted the legislation prior to the Judicial Board's review, the  
530 Senate may then either terminate the legislation, amend the legislation to  
531 address the issues noted by the Judicial Board and it may resubmit the  
532 legislation for review, or proceed with the legislation as written and  
533 without further preliminary review from the Judicial Board.
- 534 ii. Should the Senate proceed with the legislation as written and without  
535 further preliminary review from the Judicial Board, or if the adoption  
536 timeline was suspended and the legislation adopted, the legislation may be  
537 considered duly passed and enter into effect; however, should a hearing  
538 request be filed regarding passed legislation, it may also be subject to the  
539 decisive review of the Judicial Board which may rule the legislation  
540 unconstitutional and therefore be nullified.
- 541 iii. Should a hearing request be filed regarding passed Senate legislation, at  
542 the next meeting of the Judicial Board two-fifths of the Judicial Board  
543 must agree to consider the matter. If the Judicial Board agrees to consider  
544 it, the Judicial Administrator must inform the Senate of the Judicial

545 Board's decision posthaste. At the Judicial Board meeting in which they  
546 consider the matter, members of the Senate must be allowed to participate  
547 in discussion on the matter as any Justice would, but may not make  
548 motions.

549 c. University closures and academic vacations and holidays are not counted against  
550 the aforementioned time periods. Violations of any part of these due process  
551 procedures will render the decision in the case null and void. Should the Judicial  
552 Board be alleged of violating due process, it may disagree with the allegation by  
553 majority vote; should this occur, the President shall preside over a Special  
554 Committee on Judicial Appeals consisting of the Judicial Administrator, the  
555 Senate President, the Vice President, and two fee-paying students-at-large  
556 appointed by the President who are not otherwise ASWOU Government members  
557 or parties in the case(s) in question. This Special Committee shall meet posthaste  
558 to determine by majority vote if due process was, in fact, violated. The  
559 defendant(s) in the case(s) shall be invited to the meeting of the Special  
560 Committee and allowed to speak and/or submit their testimony in writing as to the  
561 alleged violation(s) of due process. Any sentence by the Judicial Board on the  
562 case(s) in question shall be stayed pending the determination of the Special  
563 Committee.

564 **5. GOVERNING DOCUMENTS:**

565 a. The ASWOU governing documents are to be formatted in a standard format  
566 utilizing 12-point Times New Roman font, line numbers, and page numbers  
567 throughout. They may not include page borders. The Judicial Administrator shall  
568 regularly update the governing documents as they are duly amended. The Judicial  
569 Administrator, in cooperation with the ASWOU Director of Visual  
570 Communications, shall create a table of contents for the ASWOU governing  
571 documents. The Judicial Administrator shall update the table of contents as the  
572 governing documents are duly amended.

573 **6. INCAPACITATION:**

574 a. If a dispute arises regarding the ability of the Judicial Administrator to serve, the  
575 Senate may determine by a two-thirds affirmative vote that the Judicial  
576 Administrator is unable to serve. Should this occur, the question over  
577 incapacitation will then go to the Judicial Board with the President presiding as  
578 chair. The Judicial Board shall then vote on the question of upholding the  
579 Senate's decision, which shall require a majority vote. Should this occur, the  
580 procedure in Article V, Section 1.d shall be followed.

581 **7. ATTENDANCE AND CONDUCT:**

582 a. Each Justice is allowed one unexcused absence per term; failure to comply with  
583 this policy is an impeachable offense. Any Justice who is more than 10 minutes  
584 late will be considered absent unless otherwise excused by the Judicial

585 Administrator. If a Justice has informed the Judicial Administrator of their  
586 anticipated absence, or wishes to excuse their absence after the fact, the Judicial  
587 Administrator shall determine whether the absence is excused or unexcused. Early  
588 departure from a meeting may be counted as an absence and either be excused or  
589 unexcused at the discretion of the Judicial Administrator. A Justice may appeal  
590 the decision of the Judicial Administrator to not excuse their absence at the next  
591 meeting of the Judicial Board and the Judicial Board may overturn the Judicial  
592 Administrator’s decision by a two-thirds vote. Proxies for Justices are strictly  
593 prohibited in all circumstances.

- 594 b. Justices are expected to conduct themselves in a manner becoming of their  
595 position. Failure to adhere to their responsibilities or conducting themselves in an  
596 injurious manner either within or outside of Judicial Board meetings are  
597 impeachable offenses.

598 **8. OATH OF OFFICE:**

- 599 a. The Oath of Office for all ASWOU Government members shall be: “I, [student  
600 name], do solemnly swear to faithfully execute the duties of the office of [position  
601 title] to the best of my abilities and, in the best interest of the Associated Students  
602 of Western Oregon University, to uphold the Governing Documents and the  
603 Student Code of Conduct.” This oath must be taken in front of a witness.
- 604 b. ASWOU Government members shall also be required to sign a document  
605 acknowledging that they have taken the Oath of Office, which is also to be signed  
606 by the witness and the Judicial Administrator or their designee who swore in the  
607 member. These documents are to be kept on record by the Judicial Administrator,  
608 with a copy being provided to the member.

609 **ARTICLE VI – ELECTIONS**

610 **1. PURPOSE AND SCOPE:**

- 611 a. The purpose and scope of these election policies is to allow all students an equal  
612 opportunity to present their views and qualifications to the ASWOU during an  
613 election period.
- 614 b. These policies shall be in effect for all ASWOU elections authorized by the  
615 Judicial Branch.
- 616 c. These policies shall be in effect in all areas recognized as the Western Oregon  
617 University (WOU) campus. These policies do not apply to campaigning that  
618 occurs off campus, except campaign financing, endorsements/ticketing, and the  
619 Elections Code of Conduct regulations.
- 620 d. These policies shall apply to all students of WOU.
- 621 e. All students of WOU shall have an equal opportunity to vote.

622 **2. DEFINITIONS:**

- 623 a. *Campaign Finances:* Money expended by any candidate or campaign staff for a  
624 candidate’s election, or money raised by the candidate and their campaign staff on

- 625                   behalf of the candidate. This must be recorded and regularly submitted, as  
626                   required, to the Elections Committee.
- 627                   b. *Campaign Material*: Any material, printed or otherwise, designed to support a  
628                   campaign.
- 629                   c. *Campaign Violation*: Anytime a candidate or a member of a campaign/cause staff  
630                   is found in violation of policies laid out by the ASWOU Bylaws and/or relevant  
631                   WOU authorities. The candidate or cause organization is responsible for all  
632                   violations made by campaign staff.
- 633                   d. *Campaign Week*: The week prior to the polls opening in which candidates and  
634                   campaign organizations seek to gain recognition from the voters.
- 635                   e. *Campus List Serve*: A server that manages campus lists of contact information, for  
636                   groups of users.
- 637                   f. *Candidate(s)*: Any ASWOU student who meets the current GPA standard, is  
638                   enrolled in at least 6 credits (while in office), and who meets the requirements  
639                   outlined in the ASWOU Bylaws, Constitution, or other Governing Documents.  
640                   Candidates must also submit the appropriate application and/or documents.
- 641                   g. *Candidate Forum*: The Elections Committee will hold at least two forums to  
642                   allow candidates a fair and equal way to address the voters. All candidates must  
643                   be given one-week prior notice of the forum’s scheduled time.
- 644                   h. *Cause*: Any ballot initiative, measure, or recall efforts can be described as a cause.  
645                   No cause may server or further the election a single candidate. Causes are  
646                   expected to follow elections policies as any other campaign would.
- 647                   i. *Cause/Campaign Staff*: All those people who act on a cause or candidate’s behalf  
648                   with the candidate’s or cause’s knowledge and permission. All staff members are  
649                   expected to follow the Elections Code of Conduct. This staff may include non-  
650                   student members. (Also referred to as a “Campaign Organization”).
- 651                   j. *Cause Organization*: A Cause Organization is a campaign and its staff that serves  
652                   a cause as defined above. Cause Campaigns/Organizations must submit  
653                   applications as any candidate would, this must include a founding ASWOU  
654                   student who serves as the primary point of contact. The staff of a cause  
655                   organization advocates with the same capacity and limitations as a candidate and  
656                   as a candidate and/or campaign organizations during an election. Cause  
657                   organizations must abide by the same policies as a campaign organization.
- 658                   k. *Computer Lab*: Any area/room with three or more computers which is not  
659                   regularly scheduled for classroom/teaching purposes.
- 660                   l. *Disqualification*: the most severe sanction that the Elections Committee may  
661                   issue. This removes the candidate’s name from the ballot, and bars the candidate  
662                   from being elected to office.

- 663 m. *Elections Committee*: The body of students and its advisors who oversee and set  
664 policies in accordance with the ASWOU Bylaws for ASWOU Elections. This  
665 committee is a subunit of the Judicial Branch.
- 666 n. *Elections Secretary*: A person who takes notes at all Elections Committee  
667 meetings. These notes will be used if any policies regarding election policies  
668 within ASWOU Bylaws need to be changed.
- 669 o. *Endorsement*: To give approval of a cause or candidate via public support, or by  
670 public statement.
- 671 p. *General Election*: The annual election called to fill all of the positions created by  
672 the ASWOU Constitution, as well as three Incidental Fee Committee members,  
673 and to vote on various ballot measures.
- 674 q. *Grievance Hearing*: A meeting to read and discuss violations. The Elections  
675 Committee will hear from the person(s) lodging the complaint(s), from the  
676 candidate, as well as any other person(s) involved. At this meeting, the Elections  
677 Committee will determine whether a violation was committed, and if so, whether  
678 a sanction is required.
- 679 r. *In-kind Donation*: Materials or services donated to a campaign. In order to be  
680 classified as an in-kind donation, these must be directly applicable to the election  
681 of a candidate. The value of the materials or services will be estimated in financial  
682 terms. All donations must be recorded by the campaign and will be counted as  
683 part of the campaign finances.
- 684 s. *Mandatory Elections Meeting*: A meeting deemed mandatory for all candidates by  
685 the Elections Committee. At least one Mandatory Elections Meeting will be held  
686 per election in order to distribute the Elections Policies to all candidates that will  
687 be appearing on the ballot, as well as take pictures which will be displayed on the  
688 ballot for each candidate. Candidates must be given a minimum of 72 hours’  
689 notice of all mandatory meetings in order to allow for accommodations. Cause  
690 organizations and write-in candidates will be held accountable to the policies and  
691 guidelines outlined within these meetings regardless of the start date of their  
692 campaign.
- 693 t. *Poster*: Each visible side of a poster (whether on the same sheet of paper/material)  
694 shall be counted as one poster.
- 695 u. *Slate*: A slate is any recommendation by a person or entity that more than one  
696 candidate and/or cause should be voted for. These are allowed by ASWOU  
697 elections.
- 698 v. *Special Election*: Any election other than the General Election, including and  
699 ‘Emergency Election.’ A special election may be called by a duly passed  
700 resolution of the Senate or at the discretion of the Judicial Board.
- 701 w. *Ticket*: A ticket refers to a way of casting a vote in which, by voting for one  
702 person for one position, a voter is also casting their vote automatically for another

703 person for another position in such a manner as the voter in unable to vote for  
704 different candidates for different positions by choosing to vote for a single  
705 candidate for a single position. These are not allowed on ASWOU election  
706 ballots.

707 x. *Violation Notice*: A notice from the Elections Committee that a violation has  
708 occurred, but only requires a hearing if either, no action to correct the violation is  
709 taken, the violation(s) is of a serious or continuing nature, or the party receiving  
710 the notice requests a hearing.

711 y. *Write-in Candidate(s)*: Any candidate who abides by the elections policies laid  
712 out, but did not file the required candidacy application. Also refers to someone  
713 removed from the ballot by the Elections Committee as a sanction for violation  
714 during their campaign, but is still allowed to hold office. A Write-in Candidate  
715 who intentionally and seriously violates elections policy is subject to  
716 disqualification. A Write-in Candidate must be an ASWOU student who meet the  
717 current credit, GPA and position requirements outlined in the appropriate  
718 ASWOU Bylaws, Constitution, or other Governing Documents.

719 **3. ELECTION TIMELINE:**

720 a. Except for special elections, elections shall only take place during spring term of  
721 the academic year. They should start no later than the fourth week of April, unless  
722 otherwise decided by a joint resolution passed by the Senate and approved by the  
723 Judicial Board.

724 b. Every effort should be made for there to be a full Elections Committee formed  
725 and approved by Senate by the beginning of Spring Term.

726 c. Every effort should be made for the Joint Committee on Elections Appeals to be  
727 formed by the beginning of spring term.

728 **4. MEMBERS OF THE ELECTIONS COMMITTEE:**

729 a. The Elections Committee, which is a Subcommittee of the Judicial Board, shall be  
730 in charge of running the ASWOU elections.

731 b. The Elections Committee will be composed of six members, who shall include an  
732 on campus student appointed by the RHA President, a member of the Judicial  
733 Branch as decided by the Judicial Administrator, and the remaining four members  
734 will be co-appointed by the ASWOU President, Senate President, and the Judicial  
735 Administrator.

736 i. All appointments, with the exception of the RHA appointment, shall be  
737 subject to Senate approval.

738 c. Any of the four members appointed by the ASWOU Branch Heads may have  
739 their appointment to the Elections Committee rescinded if two Branch Heads  
740 deem it necessary.

741 **5. ELECTIONS COMMITTEE RESPONSIBILITIES**

- 742 a. Once the Elections Committee has been formed, the branch heads shall provide a  
743 mandatory training and orientation to all members. Any branch head who is  
744 serving as a member of the Elections Committee or is a candidate in the election  
745 in question shall not provide this orientation and training. Should all branch heads  
746 be therefore disqualified, a professional ASWOU advisor is to provide the  
747 training and orientation.
- 748 b. The Elections Committee chair shall maintain and improve as necessary their  
749 transition binder to ensure each Elections Committee is well informed on proper  
750 procedure.
- 751 c. At the end of the each election, the Elections Committee shall submit a report to  
752 the ASWOU branch heads-elect outlining areas of improvement in the elections  
753 process. This report may include recommendations but may not include wholesale  
754 policy changes and is neither prescriptive nor binding.
- 755 d. Members of the Elections Committee are not allowed to run for any office in the  
756 ASWOU Election.
- 757 e. The Elections Committee shall endeavor to inform the candidates of any changes  
758 of procedure, electoral status, or general election information by email within  
759 twenty-four hours of the change.
- 760 i. The official email address of the Elections Committee shall be  
761 [aswouelections@wou.edu](mailto:aswouelections@wou.edu).
- 762 f. The Elections Committee shall produce a map of WOU's campus showing where  
763 it is appropriate to post posters and where candidates cannot campaign. This shall  
764 be given to all candidates.
- 765 g. Elections Violations
- 766 i. Any candidate running for an elected position, or a cause organization  
767 supporting a ballot measure, has the right to file an election grievance with  
768 the Elections Committee. Grievances cover potential violations to these  
769 election guidelines and the ASWOU Constitution and Bylaws. A  
770 grievance being filed will result in a grievance hearing of the Elections  
771 Committee by the Appeals Committee or the Judicial Board, depending on  
772 the body to which it was submitted.
- 773 ii. Any ASWOU student may file a "Notice of Possible Elections Violation".
- 774 1. This notice must be submitted to the official Elections email.
- 775 iii. This alleged violation must be reviewed by the Elections Committee Chair  
776 within twenty-four hours in order to determine whether a grievance  
777 hearing is necessary.
- 778 1. Grievance hearings, when necessary, must be held within 48 hours  
779 of the grievance being filed.
- 780 2. The Elections Committee will issue a violation notice to any  
781 candidate or cause that violates any elections policy via email.

- 782 a. In the case of a cause organization, the notice of the  
783 violation will be issued to the primary point of contact on  
784 the cause organization application.
- 785 3. Anonymous concerns and complaints do not warrant deliberation  
786 as the ASWOU Constitution guarantees students the right to face  
787 their accuser.
- 788 iv. Any member of the Elections Committee may file a grievance against a  
789 candidate or cause on the ASWOU ballot. A grievance will result in a  
790 grievance hearing of the Elections Committee.
- 791 h. It is the responsibility of the Elections Committee to follow Oregon Public  
792 Meeting Laws. All meetings shall be open to the public and shall not be closed,  
793 with the exception of deliberations for a hearing, but minutes shall still be taken.
- 794 i. In the case of tallying votes, to protect student privacy and anonymity, it is  
795 not necessary to record or maintain minutes of the counting and  
796 verification of votes. However, the final tally and any discussion of it  
797 will be on the record. Should no discussion be required the official and  
798 signed voter tally sheet shall serve as an official record.
- 799 i. The Elections Committee shall practice good decorum and be impartial while  
800 hearing cases.
- 801 j. The Elections Committee shall ensure that all students of WOU have an equal  
802 opportunity to vote.
- 803 The purview of the Elections Committee shall be to enforce the elections policies  
804 duly created by Senate. The Elections Committee may recommend policies to the  
805 Senate for approval, which shall only be in effect for the duration of the election  
806 in question for which the Elections Committee has been appointed. Such  
807 recommendations are technically within the legislative agenda of the Senate, but  
808 are not subject to any legislation adoption timeline and may be voted on at the  
809 next Senate meeting following their recommendation. The Senate may also, in  
810 consultation with the members of the Elections Committee, enact such policies

811 **6. SUPERVISION OF THE ELECTIONS COMMITTEE:**

- 812 a. All three ASWOU Branch Heads and the ASWOU Advisor(s) will serve as  
813 advisors to the Elections Committee unless they are running as a candidate, are  
814 part of a cause or campaign organization, or are serving on the Elections  
815 Committee.
- 816 b. All of the advisors may remain in attendance during closed deliberations.

817

818 **7. ELECTIONS CODE OF CONDUCT:**

- 819 a. No candidate, member of a campaign staff, or supporter of a candidate(s) should  
820 make any threat(s) of retaliation or reprisal to voters or other participants in an  
821 election, or intimidate or impersonate voters.

- 822 b. Candidates and their campaign staff should not use ASWOU funds or resources  
823 for the purposes of the election or campaigning except for resources that are  
824 available on a basis of equality with all other candidates.  
825 c. All candidates and their campaign staffs should respect the rights of others, and  
826 should take all necessary and reasonable steps to conduct their campaigns in a  
827 peaceful environment.  
828 d. Every candidate should act in good faith and with integrity in matters of speech  
829 and conduct.  
830 e. Candidates, and their campaign staffs, should ensure that their campaign activity  
831 does not incite violence, create hatred, or cause tension between different groups  
832 or communities. Abusive or inflammatory language shall not be tolerated, and all  
833 the necessary steps should be taken in good faith to avoid violent confrontation.  
834 f. Candidates, and their campaign staff, should not obstruct or break up meetings  
835 organized by other parties and candidates, prevent the distribution of handbills  
836 and leaflets, or interfere with other parties' political material, for example, by  
837 defacement or over-postering. It is the responsibility of candidates to ensure that  
838 their campaign staff does not engage in activities likely to lead to a breach of  
839 election policies.  
840 g. Any ASWOU employee may work for any candidate or cause, provided that the  
841 employee is not using any ASWOU resources beyond what is allowed by these  
842 Bylaws, including Section 6.b of this article.

843 **8. CANDIDATES:**

- 844 a. A candidate is only eligible for one place on the ballot per election.  
845 b. Candidates must be in good judicial standing with WOU.  
846 c. All candidates shall follow the WOU Student Code of Conduct, and the Elections  
847 Code of Conduct.  
848 d. Write-in candidates must meet the GPA, credit, and judicial standing  
849 requirements to be declared elected and take office upon receiving sufficient  
850 notes. Votes for a write-in candidate wherein the intent of the vote may be clearly  
851 ascertained are to be counted even if the name written in on the ballot is not  
852 exactly the name of the write-in candidate. Votes for a write-in candidate are to be  
853 counted even if the write-in candidate has not informed the Elections Committee  
854 of their candidacy.  
855 e. A candidate is any student who meets the definition of a candidate or write-in  
856 candidate.

857 **9. CANDIDATE RESPONSIBILITIES:**

- 858 a. All candidates are required to attend all Mandatory Elections Meetings.  
859 i. If the candidate is unable to attend, then it is their responsibility to notify  
860 the Elections Committee a minimum of twenty-four hours in advance. If a  
861 candidate becomes aware of a medical emergency, a required class

- 862 expectation, or a matter that does not allow them to notify the Elections  
863 Committee a minimum of twenty-four hours in advance, then they must  
864 still notify the Elections Committee as soon as possible. The Elections  
865 Committee can disqualify a candidate from the race if they feel that the  
866 candidate did not sufficiently attempt to notify the Elections Committee.
- 867 b. Candidates must submit a list of campaign staff to the Elections Committee by the  
868 Friday before Campaign Week.
    - 869 i. Campaign staff may be altered at any point in time, but all changes must  
870 be reported to the Elections Committee within 24 hours of the change.
  - 871 c. Uphold all elections policies for themselves and their staff. Any violation(s) that  
872 occur by the campaign staff, or themselves, are the responsibility of the candidate.
  - 873 d. No candidate or candidate staff is allowed to use ASWOU supplies for the  
874 purpose of a candidate's campaign; however, the ASWOU President, in  
875 consultation with the ASWOU Office Coordinator, shall determine prior to the  
876 start of each election reasonable prices to allow for a candidate's campaign to use  
877 ASWOU supplies.
  - 878 e. Email communication is the official method of notification of policy changes. It is  
879 the responsibility of the Elections Committee Chair to maintain the Elections  
880 Committee email inbox. Prior to the Elections Committee being formed and a  
881 Chair being selected, the Judicial Administrator has the responsibility of  
882 maintaining the Elections Committee email inbox. No candidate will be  
883 responsible for adhering to the changes in policy if an email notification has not  
884 been made to them. Should the Elections Committee Chair not send out such a  
885 notification in a timely manner, a branch head who is not running for office may  
886 send out the notification; should all branch heads be running for office, a  
887 professional ASWOU advisor is to send out the notification posthaste.

888  
889 **10. ENDORSEMENTS:**

- 890 a. Any candidate(s) may endorse any other candidate(s).
  - 891 i. Candidates are allowed to endorse causes.
- 892 b. Any student group, club, or organization, as long as it is not contrary to their own  
893 Constitution and/or Bylaws, may choose to endorse or not endorse any  
894 candidate(s) or causes in the ASWOU elections.

895  
896 **11. CAUSE ORGANIZATION RESPONSIBILITIES:**

- 897 a. Any student, or group of students, may form a cause organization to advocate a  
898 stance on campus ballot initiatives and/or measures.
  - 899 i. Cause organizations may not be formed by anyone who is not a current  
900 Incidental Fee paying student of Western Oregon University.
- 901 b. All cause organizations must adhere to the Election Policies.

902 c. All members of a cause organization are considered cause staff, and must be  
903 reported.

904 i. Cause organizations must also have a student who acts as the primary  
905 point of contact for the organization.

906 **12. CAMPAIGN FINANCING:**

907 a. All candidates, campaign organizations, and cause organizations will be required  
908 to keep track of all funds utilized towards their election efforts. They are to be:

909 i. Reported weekly no later than 4pm on the Wednesday and Friday of  
910 Campaign Week, and the Wednesday and Friday of the following Voting  
911 Week.

912 ii. Reported only on forms approved by the Elections Committee.

913 b. Candidate or cause campaign may not spend more than \$1,000 on their  
914 campaigns. This amount includes both direct expenditures and in kind donations.

915 c. No candidate may take office until the above paperwork is submitted and  
916 reviewed by the Elections Committee.

917 **13. CAMPAIGN MATERIALS:**

918 a. Campaign materials, as defined above, shall not deface college property or disrupt  
919 the educational environment of the University, and must adhere to the following  
920 provisions:

921 i. A sample of all campaign materials to be distributed or displayed in any  
922 manner must be submitted and reviewed by the Elections Committee  
923 Chair prior to use or before being made public.

924 1. All materials that were approved by the Elections Committee Chair  
925 are exempt from having their approval questioned, as long as it  
926 adheres with all elections policies outlined in the ASWOU Bylaws  
927 and the posting/advertisement guidelines set by the Office of the  
928 Vice President of Student Affairs (VPSA).

929 ii. All campaign materials, including lawn signs, posted on WOU bulletin  
930 boards and other specific WOU posting areas, including the Residence  
931 Halls, must be stamped by the VPSA Office prior to posting.

932 iii. Campaigning is prohibited in the Residence Halls, Valsetz Dining Hall,  
933 and their entryways for the ASWOU Election.

934 1. Verbal door-to-door campaigning in the residential halls is not  
935 permitted.

936  
937 iv. It is the responsibility of the candidate and/or staff to remove all campaign  
938 materials from all campus locations, excluding private dormitories and  
939 campus offices, within five hours of the polls closing.

- 940 v. With the exception of the Elections Committee’s voter’s pamphlets and  
941 other Elections Committee information, no campaigning which is visible  
942 or audible by other voters or workers at the polls will be allowed.
- 943 1. Voters who feel harassed by any such campaigns are urged to file a  
944 complaint against the candidate.
  - 945 2. Such a complaint may be considered a violation(s) of election  
946 policy and may be valid information at any election hearing  
947 regarding election policy violations of a candidate.
- 948 vi. Campaign materials may only be posted within designated areas or  
949 distances set by the Elections Committee.
- 950 1. Campaign materials may not be posted within one hundred feet of  
951 a polling station, or within twenty feet of any campus computer  
952 lab. Measurements of violation will be determined by the Elections  
953 Committee.
  - 954 2. Designated areas may not be in violation of the posting guidelines  
955 set by the VPSA Office.
- 956 vii. Lawn sign posting guidelines:
- 957 1. Avoid spiking lawn signs into the roots of trees, bushes, and plants  
958 other than the grass.
  - 959 2. Lawn signs may be posted between the sidewalk and the street on  
960 both sides of Monmouth Ave. between the north side of the  
961 intersection of Church St./Monmouth Ave. and the south side of  
962 the intersection of Jackson St./Monmouth Ave.
  - 963 3. No lawn signs may be placed on the Heritage Hall lawn.
  - 964 4. No lawn signs may be placed between Werner University Center  
965 (WUC) and the Heritage Hall driveway.
  - 966 5. Lawn signs may not be larger than posting guidelines set forth by  
967 the VPSA Office.
  - 968 6. Use stakes no wider than  $\frac{3}{4}$ ” by 1  $\frac{1}{2}$ ”. Lathe is preferable.
  - 969 7. Any area on campus not covered in these policies shall be decided  
970 upon by the Elections Committee during an election.
- 971 viii. Posting of campaign materials on campus is allowed between midnight  
972 seven days prior to the opening of the polls until five hours following the  
973 closure of the polls for any given election.
- 974 ix. Candidates, if invited by a student club or organization, may address the  
975 club membership, but are not required to.
- 976 x. Campaign signs must be removed by 5pm on Sunday nights so the  
977 Physical Plant may mow campus grounds. Signs may be put back up after  
978 12:30 pm on Monday afternoons.

979 xi. No campaign may have more than a maximum of twenty lawn signs  
980 posted around campus, with no more than thirty posters total per  
981 campaign. Posters must be approved by the VPSA Office and the  
982 Elections Committee prior to being posted around designated areas.

983 **14. CANDIDATES FORUM:**

- 984 a. The Candidates Forum will consist of the following elements:
- 985 i. One moderator.
  - 986 ii. One two-minute introductory speech by each candidate.
  - 987 iii. Question and answer period for each candidate for a period of time set by  
988 the moderator.
  - 989 iv. One one-minute closing statement for each candidate.
- 990 b. The moderator will determine the order of speakers.
- 991 c. The Elections Committee will appoint someone to act as moderator.
- 992 d. Specific times and places for the forum will be determined by the Elections  
993 Committee.
- 994 e. The Elections Committee shall determine times and places of each forum, and  
995 notify the candidates, a minimum of one week prior.
- 996 i. Forums shall be advertised in accordance with university posting policies,  
997 and to allow for accommodations to be possible.
- 998 f. Write-in Candidates may participate in the Candidates Forum. Write-in  
999 Candidates must inform the Elections Committee that they wish to participate at  
1000 least twenty-four hours in advance of the candidate forums.
- 1001 g. Candidates may make additional speeches outside of the forums at their own  
1002 discretion, but still must adhere to all campus regulations and election policies.

1003 **15. WITHDRAWAL:**

- 1004 a. A candidate who wishes to withdraw their name from the ballot must submit a  
1005 request via email to the Elections Committee and verify the withdrawal either in-  
1006 person or by the phone with the Elections Committee Chair, or by meeting with  
1007 no less than two members of the Elections Committee and an Elections  
1008 Committee advisor.

1009  
1010 **16. POLLING AREAS:**

- 1011 a. Polling areas shall be established for each election by the Elections Committee at  
1012 least one week prior to the beginning of Campaign Week.
- 1013 b. The polls must be staffed continuously by at least one trained poll worker who is  
1014 not involved on any campaign staff/cause staff
- 1015 i. When possible, one member of the Elections Committee shall be present  
1016 to ensure proper procedures are carried out.
  - 1017 ii. Poll workers will be asked if they are on a campaign staff, and this will be  
1018 verified to ensure that all poll workers are valid.

- 1019                   iii. Poll workers representing an on campus organization are eligible to be  
1020                   paid \$5/person per hour in which a member is staffing a polling area.  
1021                   1. Volunteers must be approved by the Elections Committee, and the  
1022                   times in which the members will be staffing the polls must be  
1023                   scheduled.  
1024                   2. Funds will be JV'd from ASW 942 to the organization's on  
1025                   campus state account.  
1026                   3. This fundraising opportunity is granted solely at the discretion of  
1027                   the Elections Committee. It is the Elections Committee Chair's  
1028                   responsibility to work with the Director of Business and Finance to  
1029                   monitor funds and payments.  
1030                   c. If poll workers are found to taint an election, they shall have all monies earned by  
1031                   the organization for staffing polling areas revoked and face possible judicial  
1032                   sanctions.  
1033                   d. Voters may not influence one another in any way while at the polls, nor shall  
1034                   groups of non-voting students, staff, faculty, or community members gather  
1035                   around the polls.  
1036                   e. Failure to meet these standards shall result in the immediate closure of the polls  
1037                   until such time as the Elections Committee deems it proper to reopen them.

1038 **17. VOTING:**

- 1039                   a. Only student fee-paying students of WOU shall be allowed to vote in an election,  
1040                   and shall only be allowed one vote per election.  
1041                   b. Electronic voting:  
1042                   i. The electronic vote of a student will not be secret since the Elections  
1043                   Committee will check the path of the vote to ensure against double voting.  
1044                   ii. Votes will be nullified in an electronic election if multiple electronic votes  
1045                   from the same person have been cast, or if votes with inaccurate "V  
1046                   numbers" or other student identification are utilized. The Elections  
1047                   Committee has the final determination as to whether an electronic vote is  
1048                   valid or not.  
1049                   iii. If a candidate, a member of their campaign organization, or a member of a  
1050                   cause organization votes multiple times, the candidate or cause  
1051                   organization will be reviewed for a campaign violation.  
1052                   iv. With computers acting as voting booths, candidates are prohibited from  
1053                   sending flash or "pop-up" messages to all students, all student emails, use  
1054                   of campus list serves not connected with the campaign, or instant  
1055                   messaging groups of students anonymously.  
1056                   1. Campaigns, including candidates, may not send email regarding  
1057                   the election or campaigning to individual groups of students unless

- 1058 it is to a relevant ASWOU Government authority and not for the  
1059 purpose of requesting votes or support.
- 1060 2. These emails should be for the purpose of coordinating their  
1061 campaign or resolving grievances.
- 1062 c. Paper Ballot Elections (if used):
- 1063 i. Student fee-paying students of WOU shall be allowed to vote, and they  
1064 shall be given only one ballot.
- 1065 ii. A trained poll worker shall distribute a validated ballot after receiving the  
1066 student ID number from the student, and crossing the student's name off  
1067 the student roster list. If a student's name is not found on the student  
1068 roster, a current proof of enrollment as obtained on the student's WolfWeb  
1069 will be required to allow that student to vote. This process verifies voter  
1070 eligibility.
- 1071 iii. The ballots shall be kept for no less than three weeks after the results have  
1072 been announced.
- 1073 iv. The voter is required to place the ballot in the ballot box.  
1074

1075 **18. RESULTS:**

- 1076 a. The ballots shall be counted in a closed session immediately after the closing of  
1077 the polls. The closed session will take place in a neutral meeting place, and the  
1078 doors will remain closed until the votes are validated. Only the Elections  
1079 Committee and the Elections Committee Advisors are to witness the counting.
- 1080 b. A tally of votes for each candidate will be recorded during counting. After the  
1081 tallies have been completed, all those committee members present and an  
1082 ASWOU Advisor who witnessed the tally shall sign the tally sheet.
- 1083 i. The official ASWOU Election results sheet shall be posted upon the  
1084 completion of the official tally sheet, with the signatures of the ballot  
1085 counters and observing ASWOU Advisor on the bottom of the sheet for  
1086 verification.
- 1087 1. Results may be withheld if the Elections Committee determines  
1088 that any candidate has not complied with the removing of  
1089 campaign materials.
- 1090 c. Elections which result in a tie:
- 1091 i. In the event of a tie for an election, the Elections Committee will meet in a  
1092 special session to set a date for a run-off election. The run-off election will  
1093 take place within two weeks of the general election.
- 1094 1. This election will be deemed a special election.
- 1095 d. If the election results have write-in candidates winning a position, the following  
1096 steps should take place:

- 1097 i. The current Judicial Administrator shall verify all write-in winners are  
1098 eligible to hold an elected position.
- 1099 ii. The Judicial Administrator shall then offer positions in descending order  
1100 of votes received. If a candidate refuses the position (before the time of the  
1101 ASWOU inauguration), the person receiving the next largest number of  
1102 votes will be offered the position. Candidates must receive at least two  
1103 votes to be eligible.
- 1104 iii. If there are a greater number of write-in candidates with an exactly equal  
1105 number of votes than there are positions, the Elections Committee shall  
1106 hold a run-off election no later than two weeks after the general election  
1107 with no write-in fields provided on it. The highest votes shall determine  
1108 the winner.
- 1109 e. Any member of the student body may request a recount of the ballots by  
1110 presenting a written statement signed by at least one member of the Student  
1111 Senate to the Elections Committee within two business days of the announcement  
1112 of the results. The Elections Committee will determine, within twenty-four hours,  
1113 by majority vote, if the recount is warranted.
- 1114 f. The candidate receiving the most valid votes for an office shall be declared the  
1115 winner. For offices with more than one position, candidates will be awarded seats  
1116 in descending order of votes received until all positions are filled. In the case of  
1117 the winning candidate (write-in or official) declining or being unable to fulfill the  
1118 duties of the position, then the person receiving the second highest number of  
1119 votes becomes the winner.
- 1120 i. This process will continue until the position is filled, or eligible candidates  
1121 are exhausted.

1122 **19. ELECTION HEARING POLICIES:**

- 1123 a. A hearing shall not be initiated until a written grievance has been submitted to the  
1124 Elections Committee Chair via email.
- 1125 b. Candidates shall be notified twenty-four hours in advance, by the Elections  
1126 Committee, of any grievance(s) or violation(s) lodged against the candidate that  
1127 the Elections Committee intends to pursue. This is to allow the candidate to  
1128 prepare a defense.
- 1129 c. After reading and discussing the alleged violation(s), the Elections Committee  
1130 will hear from the person(s) lodging the complaint(s), and from the  
1131 candidate(s)/causes or witnesses if they may be necessary. At this time, they can  
1132 determine whether a violation has occurred and, if a sanction is necessary for the  
1133 violation.
- 1134 d. A candidate found to be in violation of the elections policies, as determined by a  
1135 grievance hearing, may be subject to, but not limited to, the following sanctions  
1136 by the Elections Committee:

- 1137 i. Disqualification from the election and all votes for said candidate are  
1138 voided.
- 1139 1. This sanction may not be applied to cause organizations.
- 1140 ii. Name removed from the ballot, but the candidate is allowed to run as a  
1141 write-in candidate.
- 1142 1. This sanction may not be applied to cause organizations.
- 1143 iii. Limit the number, size, scope, location, timing or other aspects of  
1144 candidate/cause publicity for the duration of the election campaign.
- 1145 iv. Limit or revoke the candidate's/cause's participation in any public events  
1146 including, but not limited to: tables, use of public space on campus,  
1147 candidate forums, debates, or other events.
- 1148 v. Disbanding of the cause organization/campaign staff.
- 1149 vi. Any other conditions the Elections Committee deems appropriate and  
1150 reasonable for the situation.
- 1151 e. Candidates and/or representatives will be notified via phone, as well as via  
1152 official email of the Elections Committee decision.
- 1153 f. An affirmative decision within a hearing requires a two-thirds vote of the  
1154 Elections Committee.
- 1155 g. If a successful candidate is disqualified, the candidate receiving the next highest  
1156 number of valid votes will be declared the winner.
- 1157 h. Persons wishing to lodge a complaint against a candidate or an Elections  
1158 Committee ruling must do so to the Judicial Administrator within one week after  
1159 the polls close.
- 1160 i. The circumstances and the reasoning for believing a violation was  
1161 committed must be fully explained in writing.
- 1162 i. When applying sanctions, the Elections Committee shall follow a strike system,  
1163 and shall recognize three classifications of violation severity. These shall be as  
1164 follows:
- 1165 i. *Severity A*: Most severe violation possible. With this violation, a candidate  
1166 may be removed from the ASWOU Election without any other strikes,  
1167 with the possibility for disqualification (i.e. violations of the Election  
1168 Code of Conduct).
- 1169 ii. *Severity B*: Mid-level violation. With this violation, the Elections  
1170 Committee can apply the sanctions they deem appropriate, with the  
1171 exception of removal from the ballot unless a candidate is charged with  
1172 three or more of these violations; then they should be considered for  
1173 removal of their name from the ballot (i.e. a major poster violation).
- 1174 iii. *Severity C*: A low-level violation. These refer to minor violations or low-  
1175 level technical violations (i.e. stakes being too thick). If a candidate  
1176 receives seven of these violations, then it shall be assumed that there is a

1177 deliberate disregard for Election Policies and harsher sanctions such as  
1178 removal from the ballot or disqualification shall be considered.

- 1179 1. These violations may be determined by the Elections Committee  
1180 Chair without the committee. The candidate may request to have  
1181 violations heard by the Committee. An appeal of the Chair's  
1182 decision will be treated as any other appeal made of the  
1183 Committee's decision.
- 1184 2. After the third Severity C violation all subsequent violations will  
1185 require the candidate to be brought before the Election Committee  
1186 as such a continuation represents a disregard for the election  
1187 policies.

- 1188 j. The Elections Committee may take into account all previous violations within the  
1189 current academic year when determining sanctions for subsequent violations.

1190 **20. ELECTION COMMITTEE APPEALS:**

- 1191 a. If a complaint is filed against the Elections Committee or if a decision of the  
1192 Elections Committee is appealed, then the matter shall be reviewed by the Joint  
1193 Committee on Elections Appeals (JCEA). Only matters brought to the JCEA by  
1194 candidates or causes are to be reviewed. This board is to be comprised of the  
1195 Judicial Administrator and one Justice appointed by the Judicial Administrator,  
1196 and the Senate President and one Senator appointed by the Senate President.  
1197 Members of the JCEA must meet the same membership requirements as members  
1198 of the Elections Committee. The ASWOU President shall serve as a non-voting  
1199 Chair of JCEA, unless they are running for office, in which case the highest-  
1200 ranking member of the Executive Cabinet who is not seeking office shall chair the  
1201 meeting. Neither the appointed Justice nor Senator may be concurrently serving  
1202 on the Elections Committee. Should no Justice or no Senator be available for  
1203 appointment to the JCEA, then neither a Justice nor a Senator may serve. The  
1204 Senate President and Judicial Administrator may not vote on any deliberations of  
1205 which they are directly involved with the matter in question. Should all members  
1206 of the JCEA be disqualified, the matter will be taken up by the three at-large  
1207 students appointed by the ASWOU advisors. A two-thirds vote is required to  
1208 uphold the decision of the Elections Committee
- 1209 b. When a matter is duly brought before the JCEA, it is to be heard by the JCEA  
1210 within 72 hours or at the soonest possible time that all members of the JCEA can  
1211 meet and, if at all reasonably possible, the party bringing the matter to the JCEA  
1212 is available as well.
- 1213 c. The party bringing the matter to the JCEA shall include in their email notification  
1214 to the Senate President, Judicial Administrator, and President: a detailed account  
1215 of the matter at hand and relevant statutes, procedures, and policies; any  
1216 corroborating statements or evidence; and a clear and reasonable case for why the  
1217 matter should be considered by the JCEA.

1218 **ARTICLE VII – INCIDENTAL FEE COMMITTEE**

- 1219 1. Oregon state law designates a public university’s recognized student government as  
1220 having the right to mandate the Board of Trustees to collect student fees to be allocated  
1221 by the student government. The Senate, as the legislative branch of the ASWOU  
1222 Government, is in charge of this process. The Senate delegates this duty to the Incidental  
1223 Fee Committee (IFC), insofar as it is not otherwise restricted in these Bylaws, which is  
1224 hereby created. The Senate maintains its legal right to be the final arbiter of student fees.
- 1225 2. The IFC shall be governed by the ASWOU Constitution and Bylaws. The IFC may also  
1226 create for itself bylaws, but no part of the IFC Bylaws may conflict with any part of the  
1227 ASWOU Constitution or Bylaws.
- 1228 3. Upon IFC completing its work and after its preliminary decision and open hearings, it  
1229 shall formally vote to recommend a budget for approval to the Senate. This  
1230 recommendation shall be considered at the regularly scheduled Senate meeting  
1231 immediately following the IFC recommendation. The Senate may not reject a budget  
1232 exclusively because it disagrees with its contents, but it shall review the following  
1233 requirements and ensure that all have been met by the IFC during its process, barring  
1234 limited extenuating circumstances:
- 1235 a. The IFC website was regularly maintained with updated information as needed.
  - 1236 b. Area budgets were provided with sufficient time for IFC committees to review  
1237 them and provide feedback.
  - 1238 c. IFC committees reviewed and were given the opportunity to provide feedback to  
1239 areas regarding the budgets and presentations prior to the area presenting to the  
1240 full IFC.
  - 1241 d. No fee-paying WOU student was expressly barred from participating in an IFC  
1242 committee.
  - 1243 e. At least two open hearings were held during proper meetings of the IFC which  
1244 were publicized with sufficient notice.
  - 1245 f. IFC members were properly trained early enough in the process to be able to  
1246 diligently conduct their duties.
  - 1247 g. The IFC duly considered input from fee-paying WOU students in making its  
1248 recommendation to the Senate and recommended a budget which serves to  
1249 enhance the experience of WOU students at the university while remaining  
1250 cognizant of the fee amount.
- 1251 4. Should the Senate determine that any of these requirements have not been met, it may  
1252 reject the budget if the unmet requirement(s) are determined to have negatively impacted  
1253 the right of students to be charged a fair and beneficent fee. Notice to the IFC of the  
1254 Senate’s rejection of the budget shall be accompanied, within three business days, by a  
1255 written message from the Senate President stating the reasons for the Senate’s rejection.  
1256 If the Senate approves the IFC budget but believes certain requirements were unmet, the  
1257 Senate may request the Senate President provide the IFC with a written message  
1258 explaining its procedural deficiencies. Should the Senate reject the IFC’s

1259 recommendations, a Joint Committee on Student Fees shall be formed within two  
1260 business days of the Senate’s rejection notice to the IFC. This Joint Committee shall be  
1261 comprised of two Senators appointed by the Senate President, two members of the IFC  
1262 appointed by the IFC Chair, the Senate President, and the IFC Chair. The ASWOU  
1263 President shall preside as the chair of these meetings but may not vote. All members are  
1264 to negotiate in good faith. The members of the Senate on the Joint Committee, as actors  
1265 on behalf of the Senate during this process, may only recommend changes to the  
1266 proposed budget regarding areas in which it has determined the IFC has disregarded  
1267 concerns of students to the detriment of the greater fee-paying student body and line  
1268 items which may be affected by these changes. Should no resolution be reached within  
1269 five business days, the Senate’s recommendation is to be forwarded to the University  
1270 President within 36 hours. Members who do not agree with the Senate’s recommendation  
1271 shall be permitted to add an addendum to the Senate’s report stating their dissension,  
1272 provided it be sent to the Senate President within 24 hours.

- 1273 5. Should the Senate not consider the IFC’s recommendations at the Senate meeting  
1274 immediately following the IFC making its recommendations to the Senate, the IFC  
1275 recommendations are, for all intents and purposes, approved by default and to be  
1276 forwarded to the University President.
- 1277 6. While the IFC may establish for itself procedural requirements, those requirements shall  
1278 not negate what requirements the Senate establishes for itself in this process, nor shall  
1279 they add to those requirements without the consent of the Senate or, between its  
1280 meetings, the Senate President.
- 1281 7. The rules of procedure contained in the most recent edition of Robert’s Rules of Order  
1282 shall govern the Incidental Fee Committee and all of its committees in all cases in which  
1283 they are applicable and consistent with the laws of the State of Oregon, ASWOU  
1284 Governing Documents, and IFC Bylaws. The ASWOU Senate President or their  
1285 representative shall serve as the parliamentarian for the IFC. If the Senate President is  
1286 absent and has not appointed a representative, the IFC Chair may appoint a temporary  
1287 parliamentarian.

1288 **ARTICLE VIII – ELECTRONIC MEETINGS**

- 1289 1. **ELECTRONIC MEETING GUIDELINES:**
  - 1290 a. The ASWOU and its committees may call electronic meetings of the governing  
1291 body of the ASWOU and its committees; these meetings may be held at a time  
1292 and in a manner as determined by the Chair of each branch and committee. The  
1293 meeting must allow for a call-in and conference camera option. Electronic  
1294 meetings may only be held in a committee of the whole called by the Chair, in  
1295 which the Chair shall continue to preside.
  - 1296 b. The ASWOU and its committees shall establish their own electronic meeting  
1297 guidelines to establish expectations of voting members which include but are not  
1298 limited to the use of conference call cameras.

- 1299 c. Voting members of an electronic meeting shall abstain from using the chat feature  
1300 to replace their speaking power unless they notify the Chair their rationale for  
1301 using the chat feature. Any comments made in the chat must be included in the  
1302 minutes.
- 1303 d. The Chair of each branch and committee shall provide the date, time, and link to  
1304 the electronic meeting on the ASWOU website and the Engage event calendar by  
1305 the second week of each term.

1306 **ARTICLE IX – AMENDMENTS TO THE BYLAWS**

- 1307 1. Unless otherwise allowed for therein or in the ASWOU Constitution, changes to the  
1308 Bylaws may only be made through formal legislation of the ASWOU Senate and subject  
1309 to those adoption procedures. Should legislation affect the same section or alter  
1310 alphanumeric section labels referenced in concurrent legislation, the Judicial  
1311 Administrator shall exercise careful discretion in updating the governing documents,  
1312 requesting the guidance of the Senate President whenever in any doubt and subject to the  
1313 clarification of the Senate.



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**The Statute for ASWOU Chartered Organizations**

Edition: September 24<sup>th</sup>, 2019

**Preamble**

**Article I – Organization Recognition Process**

**Article II – Constitutional Requirements**

**Article III – Responsibilities of Chartered Organizations**

**Article IV – Process to Become a Chartered Organization**

**Article V – Spending Procedures**

**Article VI – ASWOU Internal Travel Policies**

**Article VII – Accessibility and Inclusivity**

**Article VIII – Dissolution of Chartered Organizations**

**Article IX – Approval of Additions to the Statute of ASWOU Chartered Organizations**

**Preamble:**

We, the Associated Students of Western Oregon University (ASWOU), in order to form a clearly outlined understanding between the ASWOU Government and its chartered organizations, do establish these standing rules, and do authorize the ASWOU Government to enforce and uphold the policies therein.

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## Article I – Organization Recognition Process

1. In order for an organization to be established as a chartered (officially recognized) organization under ASWOU, it must complete the chartering process outlined below.
  - a. Submit a charter and constitution for review by the eighth week of spring term, via the procedure established by the ASWOU Director of Student Organizations.
    - i. These documents are subject to approval by the Director of Student Organizations, the Judicial Administrator, and an ASWOU Advisor in concurrence with current internal policy and procedure.
    - ii. These documents must be approved by the organization’s President and Advisor in order to be approved by ASWOU.
    - iii. In order to re-charter, elections for club leadership for the following academic year must be complete.
    - iv. Newly forming organizations may submit a charter at any point in time.
    - v. No club may conduct any organized meetings or activities until the club charter has been fully approved.
      1. Petitions to meet for the purpose of discussing the charter and constitution may be made to the Judicial Administrator to be granted on a case by case basis.
    - vi. Chartered Organizations must have at least five active members (Incidental Fee paying students of Western Oregon University) to be eligible for approval.
  - b. All organizations must self-identify under one of the following three organizational tiers during the chartering process.
    - i. Funded Organization
      1. Any organization that receives funding from the IFC (Incidental Fee Committee) via ASWOU.
      2. Membership within these organizations must be open to all students.
      3. Must submit a Budget Planning Form with their constitution and charter.
      4. This tier takes precedence over affiliation.
    - ii. Non-funded Organization
      1. Any organization that does not receive funding from IFC via ASWOU.
      2. Is not affiliated with any campus departments or outside organizations.
    - iii. Affiliated Organization
      1. Any organization that does not receive funding from IFC via ASWOU.
      2. Utilizes/receives resources from and/or follows a directive given by a campus department or outside organization.

- 63 a. Resources as mentioned above include, but are not limited  
64 to: use of rooms or building facilities, use of curriculum,  
65 use of a logo or name, receipt of monetary funding, receipt  
66 of leadership via staff.  
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## 70 **Article II – Constitutional Requirements**

- 71 1. All Chartered Organization constitutions must contain the following:  
72 a. The purpose of the organization.  
73 b. How to gain membership within the organization.  
74 c. The titles, duties and powers of the officers within the organization.  
75 d. The requirements to be eligible to run for office within the organization.  
76 e. The selection and removal process for officers within the organization.  
77 f. The length of the term of office for the officers within the organization.  
78 g. Whether the organization collects dues.  
79 i. If so, how much is paid to dues, where dues are deposited, and what dues  
80 are used for.  
81 h. How often the organization will hold meetings.  
82 i. The process by which the constitution of the organization may be amended.  
83 j. The process by which the organization would dissolve.  
84 k. How debts, should any exist, will be recovered upon dissolution.  
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## 86 **Article III – Responsibilities of Chartered Organizations**

- 87 1. Clubs are responsible for completing all trainings mandated by the Director of Student  
88 Organizations and the Director of Business and Finance.  
89 2. All general club meetings shall be open to all students unless otherwise stipulated in the  
90 organization's constitution.  
91 a. Funded organizations must be all inclusive at all times, and may have no  
92 limitations on membership.  
93 3. Organizations shall make their meeting times and locations available to the public, as  
94 well as report them to the Director of Student Organizations by the second week of each  
95 term of the academic year in order for a complete list of club offerings to be compiled.  
96 4. Club mailboxes should be checked regularly in order to maintain communication  
97 between Chartered Organizations and the WOU Campus.  
98 5. Emails regarding club standing, infractions, and mandatory directives will solely be sent  
99 to the primary and secondary contacts listed on the charter.  
100 a. Exceptions to this rule must be negotiated with the Director of Student  
101 Organizations.

- 102 6. WOU and ASWOU policy infractions, or suspected policy infraction, is expected to be  
103 reported to the ASWOU Judicial Administrator promptly.  
104 a. This report shall be informal unless submitted in writing.  
105 b. Any verbal reports will be considered informal and will be treated as an inquiry  
106 by the ASWOU Judicial Administrator.  
107 c. The ASWOU Judicial Administrator and the Dean of Students reserve the right to  
108 determine whether an infraction is eligible to be heard by the ASWOU Judicial  
109 Board or the WOU Conduct Board.

110

111 **Article IV – Process to Become a Chartered Organization**

- 112 1. An organization must be chartered for six consecutive terms, not including summer  
113 terms, in order to be eligible to request funding from the IFC via ASWOU.  
114 a. Any Funded Organization which fails to renew their charter by the eighth week of  
115 Spring Term (dissolves) automatically forfeits their funding, and must re-charter  
116 for six consecutive terms in order to be considered as eligible for funding again.  
117 b. Any club may petition for an extension to this timeline. In the event of such an  
118 extension, the petition will go before the Judicial Board with a written  
119 recommendation made by the Director of Student Organizations.
- 120 2. Each Student Organization reserves the right to be present for their IFC budget request  
121 and/or budget enhancement request presentation for the purpose of answering questions  
122 and/or providing clarity to the IFC.  
123 a. The ASWOU Director of Business and Finance will notify all organizations  
124 which have submitted a budget and/or enhancement request of the time and  
125 location of the presentation of the ASWOU budget to the IFC.
- 126 3. Student Organizations which fail to submit a budget in a reasonable and timely manner,  
127 as determined by the ASWOU Director of Business and Finance, grant ASWOU  
128 permission to request no more than their base budget amount, with no enhancement  
129 requests, and no amount less than 90% of their base budget.  
130 a. The ASWOU Director of Business and Finance will notify all organizations the  
131 date on which all budget and enhancement requests are due with no less than two  
132 weeks' notice.  
133 b. Any Student Organization which fails to submit a budget to the ASWOU Director  
134 of Business and Finance for two or more consecutive years may receive cuts to  
135 their base budget amount not to exceed more than 50%, and no enhancement  
136 requests will be honored. Such Student Organizations may also be sent before the  
137 Judicial Board for further sanctions at the discretion of the ASWOU Director of  
138 Business and Finance.
- 139 4. Each club budget and enhancement request will be presented and considered along with  
140 the internal budgets by the ASWOU IFC Advisory Board, per the current IFC  
141 regulations.

- 142 a. Clubs that have enhancement requests must meet with the Director of Business  
143 and Finance to discuss their enhancement.
- 144 i. Clubs and organizations that do not meet with the Director of Business  
145 and Finance will have their enhancement request presented to the  
146 ASWOU IFC Advisory Board with a notification from the Director of  
147 Business and Finance that the request should not be approved due to lack  
148 of compliance.
- 149 b. The ASWOU IFC Advisory Board has the ability to propose changes to base  
150 budgets, not to exceed a 10% deduction, as well as to deny enhancement requests  
151 due to: not following WOU spending policies and/or IFC guidelines, lack of  
152 information, or the improper/irresponsible use of student fee dollars.
- 153 c. Each Student Organization reserves the right to be present for their IFC budget  
154 request and/or budget enhancement request presentation for the purpose of  
155 answering questions and/or providing clarity to the ASWOU IFC Advisory  
156 Board.
- 157 5. The ASWOU President can make changes to Student Organizations' enhancement  
158 requests and base budgets based on recommendations from the ASWOU IFC Advisory  
159 Board.
- 160 a. Student Organizations will be given the chance to make any recommended  
161 budgetary or enhancement changes, or raise objections prior to changes being  
162 made by the ASWOU President.
- 163 b. Cuts to the Student Organization shall not exceed 10% of the base budget amount.
- 164 c. If a club's budget from the previous year contains more than 5% of its base  
165 budget, then the club president and club advisor shall meet with the ASWOU  
166 Director of Business and Finance and the ASWOU President prior to budget  
167 submission to justify why requested funds were not spent.
- 168 i. If the previous year's budget contains more than 5% of the base budget for  
169 two years in a row, the ASWOU President has the power to cut the  
170 average amount that was not spent for the last two years from the club's  
171 budget.
- 172 1. If the club's base budget gets cut due to lack of spending, they are  
173 ineligible to submit any enhancement requests to the ASWOU  
174 Director of Business and Finance that year.
- 175 ii. If a club does not spend 10% or greater of its base budget from the  
176 previous year, the club must go before the Judicial Board to justify why  
177 that money was not spent.
- 178 1. As a sanction, the Judicial Board has the power to cut the budget at  
179 any percentage.
- 180 6. Article IV of the Statute for ASWOU Chartered Organizations shall be reviewed by  
181 members of the Senate Rules Committee, the Senate Budget Committee, the ASWOU  
182 Director of Business and Finance, and the ASWOU President at the conclusion of any  
183 Incidental Fee Steering Committee to ensure compliance with current updated policies.

- 184 a. Any changes made to this document in order to ensure congruency with the new  
185 IFC policies remain subject to the approval process outlined in Article IX.

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### Article V – Spending Procedures

188 1. All Chartered Organizations are required to follow the WOU Business Office Purchasing  
189 Policy and any other applicable guidelines set by the Business Office.

190 2. No ASWOU Chartered Organization is permitted to have private bank accounts off of the  
191 campus of Western Oregon University.

192 a. Accounts which are handled by a parent or affiliate organization, are not directly  
193 accessible by individual students within the organization, and are directly utilized  
194 to fund the organization on the WOU Campus are allowable, but these accounts  
195 must be disclosed to the ASWOU Director of Business and Finance and the  
196 ASWOU Judicial Administrator. Furthermore, these organizations are not eligible  
197 to receive IFC funds through ASWOU and must maintain affiliate tier status.

198 b. Any Chartered Organization which does not close private off campus bank  
199 accounts will automatically have their charter revoked, and face judicial sanction.

200 3. No funds deposited within a state account may be used for donations/gifts/prizes or the  
201 purchase of lottery tickets, weapons, or anything not intended to be immediately  
202 consumed or kept on the WOU campus.

203 4. All revenue from an event/fundraiser in which any amount of state funds has been  
204 utilized, including IFC funds, must be deposited within a state account according to the  
205 WOU Cash Handling Policy.

206 5. In order to follow proper spending procedure, all documentation initiating the spending  
207 of funds shall be completed and turned in to the Director of Business and Finance a  
208 minimum of two weeks before the expenditure is slated to occur.

209 a. All travel documentation and contracts must be completed and turned in a  
210 minimum of four weeks before the expenditure is slated to occur.

211 b. Any documentation turned in later than the minimum time stated above runs the  
212 risk of not being approved.

213 c. All expenditures must be approved before making transactions. Failure to do so  
214 will result in ineligibility for reimbursement, and possible additional Judicial  
215 Board sanctions.

216 6. No member of the Executive Branch is granted the authority to deny or change a  
217 Chartered Organization's request for expenditure unless it violates Federal Law, State  
218 Laws and Regulations, ASWOU Policy, or Western Oregon University Policy in regards  
219 to the use of state funds, or if the exact requested expenditure, not pre-planned budget,  
220 would result in the account having a negative balance. If the expenditure request violates  
221 mentioned law or policy, or would result in a negative balance, the Executive Branch  
222 member in charge of approving the request will give the Chartered Organization the  
223 opportunity to amend their request to be in line with law, policy, or prevention of a  
224 negative balance.

- 225 a. Only the President and Vice President of a chartered organization may make  
226 travel requests, purchasing requests, or reimbursement requests. These  
227 organization officers must have gained their position according to their  
228 organization's constitution. Organization officers must be identified by either the  
229 Director of Student Organizations or the Director of Business and Finance.  
230 b. In the event that a student who has not been identified as an officer of the  
231 organization has made a budget request, the ASWOU President, the ASWOU  
232 Vice President, the Director of Student Organizations, the Director of Business  
233 and Finance, the Judicial Administrator, and the Senate President shall have the  
234 power to deny the budget request. If a chartered organization mistakenly spends  
235 money before the associated purchase request has been approved, the Director of  
236 Business and Finance may recommend to the Judicial Board that the organization  
237 be reimbursed for their expenses; the Judicial Board shall then have final  
238 determination on the matter.
- 239 7. No Chartered Organization's budget, or part of a Chartered Organization's budget, may  
240 be adjusted, withheld, suspended, transferred, or reapportioned in any manner by any  
241 ASWOU Branch once a Chartered Organization's budget has been established and  
242 approved by the IFC except through due process by the ASWOU Judicial Branch for  
243 organizational misconduct.
- 244 a. Transactions initiated and/or approved by a Chartered Organization through the  
245 regular course of business shall not fall under these requirements or limitations.  
246 b. In the case of organizational misconduct, reducing or eliminating funding shall be  
247 a last resort, will be absorbed into the Student Organization Director's Account  
248 (ASW 937), and shall be utilized in a way that benefits all chartered  
249 organizations.
- 250 8. All funded organizations are responsible for tracking their funding and expenditures.  
251 a. The Director of Business and Finance will keep detailed records of expenditures  
252 and funding sources, but shall not serve as a treasurer to any Chartered  
253 Organization.
- 254 9. If a funded club overdrafts their account, funding needed to balance the account will be  
255 subtracted from the next year's IFC allocation.  
256

## 257 **Article VI – ASWOU Internal Travel Policies**

- 258 1. All ASWOU Chartered Organizations are required to follow all WOU Travel Policies.  
259 2. If an ASWOU department or organization has a travel expense which totals over \$999.00  
260 of IFC money in overall expenses, a predetermined advisor must accompany the students  
261 on the trip.
- 262 a. The overall expenses include traveling costs, registration fees, meals, and any  
263 other expenses that are compiled over the course of the trip, or used toward the  
264 trip.

- 265 b. The advisor may be the ASWOU department or organization’s formal advisor, or  
266 any other Western Oregon University employee that is approved by the formal  
267 advisor in their absence.
- 268 c. It is up to the ASWOU department or organization to cover the cost of taking the  
269 advisor.
- 270 i. The IFC will not be held responsible to ensure the ASWOU department or  
271 organization has the funds to take an advisor. However, they may present  
272 and request funds from the IFC Extraordinary Travel Fund.
- 273 d. If an ASWOU department or organization wishes, they may request to waive this  
274 policy by petitioning the ASWOU Judicial Board for an exemption.
- 275 i. This petition must be submitted a minimum of six weeks prior to the travel  
276 being slated to occur.
- 277 ii. This petition must give detailed reasoning as to why bringing an advisor is  
278 not possible.
- 279 iii. The application for this exemption may be obtained from the Judicial  
280 Administrator, and shall include but not be limited to the following  
281 information: the department/organization’s name, travel destination, total  
282 IFC funding being utilized, purpose of travel, agenda for travel, and  
283 reasoning/explanation for not bringing an advisor.
- 284 e. If the post travel expense is over \$999.00, and an exemption from the Judicial  
285 Board was not previously granted, the organization is subject to judicial  
286 sanctioning.  
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## 288 **Article VII – Accessibility and Inclusivity**

- 289 1. All event and meeting advertising (by poster, electronic devices, or electronic event  
290 pages) for ASWOU Chartered Organizations must include this disability statement: “If  
291 you have a disability that may require some accommodation in order to participate in a  
292 Western Oregon University activity, please notify the Office of Disability Services at  
293 503-838-8250 or ods@wou.edu at least 72 hours in advance.” Whether the advertising is  
294 done on a poster, social media, or electronic devices around the WOU Campus, all  
295 ASWOU Chartered Organizations shall attempt to advertise at least five days in advance  
296 for their organization’s events.
- 297 a. In the case of social media or online profiles, the Disability Statement must be  
298 present on all home/profile pages, but are not required to be present within every  
299 post/interaction.
- 300 2. Each member of any ASWOU Chartered Organization has the right to be free from  
301 discrimination inclusive of, but not limited to, the following areas: race, color, national  
302 ancestry, creed, religion, sexual orientation, gender identity, gender expression, sex, age,  
303 and individuals with mental and/or physical disabilities.
- 304 3. All organizations shall strive to hold general meetings in locations which meet  
305 accessibility guidelines.  
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**Article VIII – Dissolution of Chartered Organizations**

1. ASWOU defines dissolution as a Chartered Organization failing to renew their charter for the following academic year by the eighth week of spring term.
  - a. An organization may also vote to dissolve via a formal vote amongst the club members, and according to the dissolution policies outlined in their club constitution.
  - b. If a Chartered Organization’s members vote to dissolve the organization, the President of the Organization is responsible for informing the Director of Student Organizations and providing ASWOU with the results of the formal vote within 48 business hours.
2. Any funds remaining in the Chartered Organization’s account will be rolled over into the ASWOU Student Organization Director’s Account (ASW 937) upon its dissolution.
  - a. Every effort will be made to utilize the funds in a way in which it benefits the students and the Chartered Organizations at Western Oregon University.

**Article IX – Approval of Additions to the Statute of ASWOU Chartered Organizations**

1. All policies pertaining to chartered organizations, not enacted through Executive Order, shall be codified within this statute.
2. Changes may only be made to this document upon formal legislation being brought before the Senate.
  - a. These legislative changes will be subject to the bill adoption timeline outlined in Article IV of the ASWOU Bylaws.
    - i. The bill adoption timeline may not be shortened at any point in time if the legislation alters this document.
  - b. These legislative changes require a two-thirds majority approval in order to move forward in the adoption process.
  - c. All clubs must be made aware of the changes presented to the Senate within 24 hours of their presentation, and invited to the next Senate meeting to voice their opinion and/or concern on the matter.
    - i. Clubs will be permitted to voice their opinions, whether in person or in writing, on these changes while they are being deliberated within the Senate.
      1. All written opinion must be read into record at the subsequent meeting of their receipt.
3. All changes approved by the Senate must also be approved by a simple majority of the Judicial Board in order to move forward in the adoption process.
  - a. Judicial review, in these cases, will encompass constitutionality as well as the implications on Chartered Organizations and whether those implications are justifiable and proper.

- 346 i. Constitutionality challenges to changes within this document are not  
347 subject to the *writ of certiorari* process outlined in Article V of the  
348 ASWOU Bylaws.
- 349 b. If the legislative changes are not approved by the Judicial Board, the reasoning for  
350 the disapproval shall be returned to the Senate in writing at the subsequent Senate  
351 meeting, and the legislation will be null and void.
- 352 4. Once approved by the Senate and the Judicial Board, changes must be signed into law by  
353 the Senate President, the Judicial Administrator, and the ASWOU President.
- 354 a. The ASWOU President retains their power of veto, and must follow the veto  
355 process outlined in Article IV of the ASWOU Bylaws.
- 356 5. Once signed into law, the change will go into full force and effect, and are not subject to  
357 an approval vote by the student body unless otherwise recommended by a governing  
358 branch.