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Constitution of the Associated Students of Westminster

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Preamble

We the students of Westminster, in order to promote shared governance on campus, develop a sense of community, facilitate better communication with the faculty, administration and Board of Trustees, enrich the lives of students while attending the University, provide leadership, training and opportunities for students, and provide a forum for student concerns, we do ordain and establish this Constitution for the Associated Students of Westminster (ASW).

Article I. MEMBERSHIP AND ORGANIZATION

SECTION 1. Membership Rights and Privileges

- a. All students currently registered for two (2) or more semester credit hours at Westminster are members of ASW.
- b. Lifetime and Honorary members act as members of ASW.
- c. The ASW Advisors will act as non-voting members.

SECTION 2. Organization and Governing Power

- a. Authority is established and power is granted to ASW by the students and Board of Trustees of Westminster University.
- b. ASW will be organized with a Legislative, Executive, and Judicial Branch with one independent agency governing student clubs as outlined in this ASW constitution.
- c. All elected ASW officers will be elected by eligible student members of ASW for a one (1) year term.
- d. This Constitution shall supersede all other codes, handbooks, charters, documents, or other regulations.

Article II. RIGHTS OF THE STUDENTS OF WESTMINSTER

- a. No ASW statute shall limit the right to expression, in all its forms, or the right to peaceably assemble.
- b. No ASW statute or policy may exist that abridge the rights or privileges of any member of ASW based on sex, race, ethnic origin, religion, disability, socioeconomic status, gender identity, sexual orientation, or age.
- c. No ASW policy can be interpreted as a limitation of freedoms guaranteed by the United States. Constitution, Utah State Constitution, or the United Nations Declaration of Human Rights.

Article III. THE LEGISLATIVE BRANCH

SECTION 1. ASW Senate

- a. All legislative powers herein granted shall be vested in a Student Senate of the ASW.
- b. Senate Seats
 1. One (1) seat granted to each class community
 - A. First-year
 - B. Sophomore
 - C. Junior
 - D. Senior
 - E. Fifth-year Senior/Graduate student
 2. One (1) seat granted to each academic community (as defined by the University)
 - A. Arts
 - B. Business
 - C. Education
 - D. Honors
 - E. Nursing
 - F. Public Health
 - G. Sciences
 3. One (1) seat granted to non-traditional students (as defined by the University).
- c. Eligibility
 1. Senators must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster.
 2. Senators must have a cumulative G.P.A. of 2.5 or above and be in good academic standing at the time they are elected or appointed and the duration of their term.
 3. Class senators must represent their respected class community at the time they are elected/appointed. Class communities are determined by earned academic credit,
 4. Academic senators must have a declared major or minor within their respected academic community to hold the seat.
 5. All members of the Senate will be elected by eligible members of ASW, in an election held in accordance with this constitution and University regulations.
- d. Powers and Responsibilities
 1. To appoint a Parliamentarian. The Parliamentarian will be nominated by the current senators and voted on by a majority, fifty plus one, of the body in the first senate meeting of the session.
 2. To conduct business with a quorum present.
 3. To confirm or reject all appointments made by ASW officers.
 4. To approve or reject how resources collected from student fees and other sources will be distributed, which is determined by the ASW Executive Cabinet.

5. To express the Senate's position through resolutions.
6. To debate and ratify legislation brought before the Senate (as outlined in the Senate Charter).
7. To debate and ratify appointments of lifetime membership of ASW.
8. To debate and ratify appointments of honorary membership of ASW.
9. To serve as a student forum for concerns of the student body.
10. To create any committee deemed necessary to carry out the functions of ASW and the student body.
11. To overturn, by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast, any measure previously passed.
12. To authorize any officer deemed necessary to aid in the functions of the body.
13. To actively provide support for ASW, its activities, and the club community.
14. Be conducted in accordance with the Utah State Open Meeting Act except for an Executive Voting Session.
15. Require all business and action items to be available and distributed for two (2) days prior to consideration and discussion, with amendments to the agenda permitted by a majority vote.
16. All meetings to be held at the discretion of the ASW Vice President of Government Affairs.
17. Abide by all the provisions outlined in the Committee Formation Act of 2013-2014 (White, 2013) which is to be annexed in these bylaws.
18. Permitted to change all documentation relating to ASW.
19. Be required to sponsor or co-sponsor, at least one (1) piece of legislation per semester, with a limit of four (4) senators per co-sponsor.
20. Table at least once per semester as per the regulations outlined in WS 2018.F04 SENATOR COMMUNICATION WITH CONSTITUENTS.
21. To approve or deny any appointed Senate seats made by the ASW Vice President of Government Affairs.
22. Attend all ASW Senate meetings.
 - A. Upon missing a third (3rd) general ASW Senator committee meeting during each Fall or Spring semester, without a viable excuse, the Senator is referred to the ASW Chief Justice who will decide an appropriate punishment.
 - B. Upon entering or leaving more than twenty (20) minutes past or prior to the scheduled start or end time for two meetings during each Fall or Spring semester, without a viable excuse, the Senator shall accrue one (1) absence.
 - C. Be dressed appropriately.

SECTION 2. The Parliamentarian

- a. Ensure that all ASW Senate meetings are conducted in accordance with Robert's Rules of Order.
 1. Remove any Senator or audience member from the Senate floor upon violation of Robert's Rules or, hold a vote to determine whether someone is to be removed only after the objection of another Senator.
- b. Be responsible for keeping time on discussions and line items.
- c. Temporarily chair the meeting as ASW Senate Pro Tempore if:

1. The Vice President of Government Affairs is absent, or otherwise unable to perform their duties.
 - d. Record minutes for each meeting and distribute the minutes to the Vice President of Government Affairs, to be distributed to the ASW Senate in a timely manner.
 - e. Direct roll call during the General Senate Session
 - f. Complete other duties as assigned by the ASW Vice President of Government Affairs.

SECTION 3. An Executive Voting Session

- a. Require all individuals other than voting members of the assembly to leave the chamber for the duration of the session.
- b. Only be called for specific voting sessions in which any visitor or non-voting member of the body may exercise undue political pressure.
- c. Expire after the body ends the session by simple majority vote.

SECTION 4. Length of Term

- a. The terms of all appointed ASW Senate positions shall run concurrent with that of the appointing ASW Senate, until the end of the current academic year or swearing in of the next Senate body.

SECTION 5. Vacancies

- a. Nominations for vacant positions shall be open for at least five (5) working days before consideration by the ASW Senate.
- b. The ASW Vice President of Government Affairs and the ASW Senate will use the ASW Senate Charter to guide the specific steps of filling any vacancies.

Article IV. THE EXECUTIVE BRANCH

SECTION 1. Executive Branch Overview

- a. The Executive Branch is directed by the Executive Cabinet and the Board of Directors.
- b. The Executive Cabinet will include:
 1. The ASW President, chair
 2. The ASW Vice President of Internal Affairs
 3. The ASW Vice President of Government Affairs
 4. The ASW Vice President of Campus Affairs
- c. The Board of Directors will include:
 1. The Vice President of Internal Affairs, chair
 2. Director of Marketing
 3. Director of Accounting
 4. Director of Programming

SECTION 2. Executive Cabinet

- a. Powers and Responsibilities
 1. To maintain electronic and physical records.
 2. To oversee the finances of ASW and all subsequent organizations.
 3. To provide strategic oversight for ASW by providing recommendations to all ASW branches and the Board of Directors.
 4. To act in the interest of the student body.
 5. To provide leadership training and opportunities to the student body.
 6. To conduct free, fair, and transparent elections of ASW officeholders.
 7. To actively serve the greater campus community.
 8. To actively strive for social justice on campus and in the greater campus community.
 9. To embody the highest morale character while conducting the business of the student body.
 10. To meet biweekly during the academic year.
 11. To work at least ten (10) hours in the ASW Office each week.

SECTION 3. The ASW President

- a. Eligibility
 1. The President must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster.
 2. The President must have a cumulative G.P.A. of 3.0 or above and be in good standing at the time of being elected and the duration of their term.
 3. The President will be elected by the student members of ASW.

b. Powers and Responsibilities

1. To act in the interest of the student body.
2. To enforce legislation passed by the ASW Senate.
3. To carry out directives of the ASW Senate.
4. To attend all ASW Senate meetings.
5. To serve as official representative of ASW.
6. To approve or veto any legislation presented by the Senate within forty-eight (48) hours of the legislation's presentation to the President. Properly presented legislation shall be enacted on the third day after presentation to the President.
7. To appoint Directors from the student body to be confirmed or rejected by the Senate.
8. To make all student appointments to appropriate University Committees.
9. To represent Westminster on the Utah Student Association's Executive Board.
10. To serve as the chief liaison to the Board of Trustees and Board of Trustees Committees.
11. To delegate subsequent Executive Cabinet members to various committees and councils as needed.
12. To notify the ASW Vice President of Internal Affairs in case of inability to fulfill any of the above duties.
13. To be responsible for additional duties and powers expressed herein and as may be requested by the ASW Senate.
14. To actively provide support for ASW, its activities, and the club community.
15. Meet with the ASW Advisor once a week.

SECTION 4. The ASW Vice President of Internal Affairs**a. Eligibility**

1. The Vice President of Internal Affairs must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
2. The Vice President of Internal Affairs must have a cumulative G.P.A. of 3.0 or above and be in good standing at the time they are elected or appointed and the duration of their term.
3. The Vice President of Internal Affairs will be elected by the student members of ASW.

b. Powers and Responsibilities

1. To serve on behalf of the ASW President in the ASW President's absence.
2. To act in the interest of the student body.
3. To serve as a member of the Executive Cabinet.
4. To serve as the chair for the Board of Directors.
5. To serve as an interim director for the ASW Director of Marketing, ASW Director of Budget, and ASW Director of Programming in the event of a vacancy, until a new Director is appointed and installed.
6. To oversee the logistical concerns regarding the ASW Office.
7. To attend all ASW Senate meetings.
8. To actively assist the ASW President in enforcing legislation and representing

- students.
9. To actively advocate for and represent students in the internal campus community.
 10. To appoint Directors from the student body to be confirmed or rejected by the Senate.
 11. To be responsible for additional duties and powers expressed herein and as may be requested by the ASW President or the Senate.
 12. To serve on the Alumni Board as a representative of ASW.
 13. To serve on any committees or boards as deemed necessary by the ASW President.
 14. To actively provide support for ASW, its activities, and the club community.
 15. To complete other duties as assigned by the ASW President.
 16. To meet with the ASW Advisor once a week.

SECTION 5. The ASW Vice President of Government Affairs

a. Eligibility

1. The ASW Vice President of Government Affairs must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster.
2. The ASW Vice President of Government Affairs must have a cumulative G.P.A. of 3.0 or above and be in good standing at the time of being elected and the duration of their term.
3. The ASW Vice President of Government Affairs will be elected by the student members of ASW.

b. Powers and Responsibilities

1. To act in the interest of the student body.
2. To serve as a member of the Executive Cabinet.
3. To call and chair meetings of the ASW Senate.
4. To carry out directives of the ASW Senate.
5. To distribute relevant information to individual senate members and the student community prior to general senate meetings through the ASW Weekly email.
6. To recommend any member of the ASW Senate not in good standing to the Chief Justice.
7. To call on outside representation when necessary to further inform Senators.
8. Responsible for filling vacant Senate seats by presenting nominations to the ASW Senate for consideration.
9. To appoint the Chief Justice from the student body to be confirmed or rejected by ASW Senate.
10. To meet with the ASW Advisor once a week.

SECTION 6. The ASW Vice President of Campus Affairs

a. Eligibility

1. The ASW Vice President of Campus Affairs must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster.
2. The ASW Vice President of Campus Affairs must have a cumulative G.P.A. of 3.0 or above and be in good standing.

3. The ASW Vice President of Campus Affairs will be elected by the student members of ASW.

b. Powers and responsibilities

1. To organize and chair a monthly meeting consisting of all ASW Club presidents or ASW Clubs representatives.
2. To organize and chair a quarterly meeting consisting of all ASW Club presidents or ASW Clubs representatives and student led groups on campus.
3. To chair the ASW Clubs Council as an ex-officio voting member.
4. To call and chair meetings of ASW Clubs Council biweekly.
5. To support advertising efforts for ASW Club sponsored events.
6. To prepare a list of all active ASW Clubs with contact information.
7. To prepare a list of all service projects accomplished by ASW Clubs.
8. To attend all ASW Senate meetings.
9. To actively advocate for and represent students in the campus community.
10. To actively provide support for ASW, its programming, and the club community.
11. Meet with the ASW Advisor once a week.

SECTION 7. Executive Succession

- a. Should the office of the ASW President be permanently vacated, the ASW Vice President of Internal Affairs will automatically be installed as the ASW President.
- b. Should the offices of the ASW President and Vice President of Internal Affairs be permanently and simultaneously vacated, the Vice President of Government Affairs will automatically be installed as the interim ASW President until a special election can be held.
- c. Should the office of the ASW Vice President of Internal Affairs, ASW Vice President of Government Affairs, or ASW Vice President of Campus Affairs become permanently vacated, the ASW President will appoint a new Vice President, which must be approved or denied by ASW Senate to fill the unexpired term.

SECTION 8. Board of Directors

a. Powers and Responsibilities

1. To maintain electronic and physical records.
2. To assist with the oversight of the ASW finances.
3. To carry out the directives of the ASW Executive Cabinet and ASW Senate.
4. To organize and coordinate specific executive tasks.
5. To be appointed and terminated at the discretion of the ASW President as approved by the Senate.
6. To provide guidance and support to all ASW branches on finances, marketing, and programming.
7. To maintain regular communication with the ASW Executive Cabinet.
8. To submit progress reports to ASW Senate monthly during the academic year.
9. To ensure the branding integrity of the ASW according to the ASW Branding Guidelines.
10. To act in the interest of the student body.
11. To assist with leadership training and opportunities to the student body.
12. To actively serve the greater campus community.

13. To actively strive for social justice on campus and in the greater campus community.
14. To embody the highest morale character while conducting the business of the students.
15. To meet biweekly during the academic year.
16. To work at least ten (10) hours in the ASW Office each week.

SECTION 9. The Director of Marketing

a. Eligibility

1. The ASW Director of Marketing must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
2. The ASW Director of Marketing must have a cumulative G.P.A. of 3.0 or above and be in good standing at the time they are appointed and the duration of their term.
3. The ASW Director of Marketing must have previous marketing or design experience.
4. The ASW Director of Marketing will be appointed by the ASW President, ASW Vice President of Internal Affairs, the outgoing Director of Marketing (i.e., student graduating or not reapplying for the role), and the ASW Advisor, and approved or denied by the Senate.

b. Powers and Responsibilities

1. To manage and maintain ASW Weekly, as needed.
2. To supply communications for ASW, as requested, including multimedia, print, public relations, and social media.
3. To attend the first and last ASW Senate meeting of each semester.
4. To attend additional ASW Senate meetings throughout the academic year as requested by the ASW Executive Cabinet or the ASW Senate.
5. To appoint members of the Marketing Team and be approved or denied by the ASW Senate.
6. be subject to removal from office by the ASW President and upon the ratification of the ASW Senate upon conviction of any act in direct violation of the ASW Constitution or any document subordinate thereof.
7. To meet with the ASW Advisor once a week

SECTION 10. The Director of Accounting

a. Eligibility

1. The ASW Director of Accounting must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
2. The ASW Director of Accounting must have a cumulative G.P.A. of 3.0 or above and be in good standing at the time they are appointed and the duration of their term.
3. The ASW Director of Accounting must have previous accounting experience.
4. The ASW Director of Accounting will be appointed by the ASW President, ASW Vice President of Internal Affairs, the outgoing ASW Director of Accounting (i.e., student graduating or not reapplying for the role), and the ASW Advisor, and approved or denied by the ASW Senate.

b. Powers and Responsibilities

1. To ensure the maximization of student fees to most efficiently and effectively serve ASW.
2. To responsible for leading the budgeting process for the year elected.
3. To be responsible for all check reimbursement requests, ongoing requests, and opportunity funds.
4. To sit as non-voting chair of the Financial Oversight Committee.
5. To chair the Opportunity Fund and the ASW Joint Fund.
6. To appoint the members of the Opportunity Fund Committee as defined in the Financial Code.
7. To maintain an accurate and current record of ASW's financial state.
8. To adhere to the standards set forth in the ASW Financial Code and update it as needed upon the ratification of the Senate.
9. To improve upon existing processes and initiate new processes to better serve the student body.
10. To perform outgoing duties of the office and assist in selecting the proceeding year's ASW Director of Accounting as well as advise the budgeting process for the following year as an ex-officio member of the budget committee.
11. be subject to removal from office by the ASW President and upon the ratification of the ASW Senate upon conviction of any act in the direct violation of the ASW Constitution or any document subordinate thereof.
12. To meet with the ASW Advisor once a week.

SECTION 11. The ASW Director of Programming**a. Eligibility**

1. The ASW Director of Programming must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
2. The ASW Director of Programming must have a cumulative G.P.A. of 3.0 or above and be in good standing at the time they are appointed and the duration of their term.
3. The ASW Director of Programming will be appointed by the ASW President, ASW Vice President of Internal Affairs, the outgoing ASW Director of Programming (i.e., student graduating or not reapplying for the role), and the ASW Advisor, and approved or denied by the Senate.
4. The ASW Director of Programming must have previous programming experience.

b. Powers and Responsibilities

1. To be responsible for the planning, overseeing, initiating, calendaring, marketing, advertising, and implementation of all student events, activities, and programs within the ASW Executive Branch.
2. To be responsible for financial oversight of ASW Programming Board resources.
3. To submit ASW Programming Board budget to the ASW Senate.
4. To select and appoint ASW Programming Board members to be approved or denied by the ASW Senate.

5. To actively provide support for ASW, its activities, and the club community.
6. To improve upon existing programs and initiate new programs to better serve a diverse student body.
7. To chair all meetings of ASW Programming Board.
8. To work with the Programming Board as well as any other individuals, organizations, or programs required to ensure success at every event.
9. To assist with the selection of the proceeding year's ASW Director of Programming and oversee the transition process.
10. To meet semesterly with dining services/catering and the campus events team.
11. To meet with the ASW Advisor once a week.

SECTION 12. The ASW Marketing Team

The ASW Marketing Team shall be responsible for planning, organizing, and overseeing all ASW marketing for the ASW and the greater campus community. In creating marketing campaigns and materials, members shall also operate under the following specifications:

- a. The ASW Director of Marketing shall supervise, oversee, and have the final say on all ASW creative projects, designs, and social media engagement.
- b. All members of the ASW Marketing Team will report to the ASW Director of Marketing and the ASW advisor.
- c. Members of the Marketing Team will work collaboratively to ensure all ad requests, creative projects, and marketing campaigns are executed timely and efficiently.
- d. Members of the ASW Marketing Team will meet weekly to review project timelines, discuss creative projects, receive any necessary trainings, and ensure all responsibilities of the ASW Marketing Team are being completed collaboratively and efficiently.
- e. The ASW Director of Marketing may add additional positions to the ASW Marketing Team as needed. These positions will not receive funding unless approved through the budging process and ASW Senate.

SECTION 13. Members of the ASW Marketing Team

- a. Members of the ASW Marketing Team:

1. ASW Director of Marketing
2. Creative Designer (1)
3. Social Media Manager (1)
4. Creative Designer or Social Media Manager (1)
5. Any additional positions as determined by the ASW Director of Marketing.

- b. Eligibility

1. The members of the ASW Marketing Team must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
2. The members of the ASW Marketing Team must have a cumulative GPA of 2.5 or above and be in good standing with the University at the time of being appointed and for the duration of their term in office.
3. The members of the ASW Marketing Team are selected and appointed by the incoming ASW Director of Marketing along with the ASW advisor.

SECTION 13. The Social Media Manager shall:

- a. Powers and Responsibilities
 1. Work with Marketing Team and other ASW branches to advertise events, clubs, and campus activities.
 2. Coordinate and manage a content calendar to ensure consistent and timely posts.
 3. Communicate to students and help advertise/spread the word on behalf of ASW
 4. Report social media trends and site visits to the ASW Director of Marketing.
 5. Implement new ideas on how to enhance virtual engagement and increase followers on all ASW social media platforms.
 6. Perform duties as requested by the ASW Director of Marketing.
 7. Keep a minimum of five (5) hours per week working with the ASW Director of Marketing.
- b. be subject to removal from office by the ASW Director of Marketing if role responsibilities are not being met or if there is any violation of the

SECTION 14. The Creative Designer shall:

- a. Powers and Responsibilities
 1. Work with Marketing Team and other ASW branches to support design projects for events, clubs, and campus activities.
 2. Complete ad requests and design projects that are assigned by the Director of Marketing, within the designated timeline outlined by the Director of Marketing.
 3. Ensure all creative efforts are congruent with and in alignment of the ASW Branding Guidelines.
 4. perform duties as requested by the ASW Director of Marketing.
 5. keep a minimum of five (5) hours per week working with the ASW Director of Marketing.
 6. be subject to removal from office by the ASW Director of Marketing if role responsibilities are not being met or if there is any violation of the Constitution.

SECTION 15. The Programming Board

The ASW Programming Board shall be responsible for the planning, organizing, and overseeing of events, activities, and programs for the students of Westminster University and the greater campus community. In programming these events, members shall also operate under the following specifications:

- a. The ASW Director of Programming shall supervise, oversee, and have the final say on all ASW Programming Board events, activities, and programs.
- b. Members of the ASW Programming Board will meet weekly to plan and coordinate upcoming ASW Programming Board events.
- c. Members of the ASW Programming Board will work collaboratively to ensure all events, activities, and programs are initiated, planned, and executed efficiently.
- d. All members of the ASW Programming Board report to the ASW Director of Programming and the ASW Advisor.

- e. ASW Programming Board members shall work with the ASW Director of Marketing to coordinate publicity and marketing efforts for ASW Programming Board events.
- f. The ASW Director of Programming may add additional positions to the programming team as needed. These positions will not receive funding unless approved through the budgeting process and ASW Senate.

SECTION 17. ASW Programming Board

- a. Members of the ASW Programming Board:
 - 1. ASW Director of Programming
 - 2. (5) ASW Programming Coordinators

SECTION 18. ASW Programming Coordinators

- a. Eligibility
 - 1. The ASW Programming Coordinators must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
 - 2. The ASW Programming Coordinators must have a cumulative GPA of 2.5 or above and be in good standing with the University at the time of being appointed and for the duration of their term in office.
 - 3. The ASW Programming Coordinators are selected and appointed by the incoming ASW Director of Programming along with the ASW advisor.
- b. Powers and Responsibilities
 - 1. Help the ASW Director of Programming in the planning, overseeing, and implementation of student events, activities, and programs.
 - 2. To actively assist and carry out the directives of the ASW Director of Programming.
 - 3. Plan and execute events, activities, and programs that are assigned by the Director of Programming, within the designated timeline outlined by the Director of Programming.
 - 4. To sit as a voting member of the ASW Programming Board.
 - 5. Work with the ASW Director of Programming to improve upon existing programs and initiate new programs to better serve a diverse student body.
 - 6. Work with the ASW Director of Programming to ensure success at ASW Programming Board events, activities, and programs.
 - 7. Attend all ASW Programming Board meetings.
 - 8. To be responsible for additional duties and powers expressed herein and as may be requested by the ASW Director of Programming.
 - 9. Keep a minimum of five (5) hours per week working with the ASW Director of Programming.
 - 10. Be subject to removal from office by the ASW Director of Programming if role responsibilities are not being met or if there is any violation of the Constitution.

Article V. THE JUDICIAL BRANCH

All judicial powers herein granted shall be vested in the Judicial Council of the ASW which shall extend to all cases arising under this Constitution, or any document subordinate thereof.

SECTION 1. The Chief Justice

a. Eligibility

1. The Chief Justice must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
2. The Chief Justice must have a cumulative G.P.A. of 3.0 or above and be in good standing when elected and the duration of their term.
3. The Chief Justice will be appointed by the ASW Vice President of Government Affairs and approved or denied by the ASW Senate.

b. Powers and Responsibilities

1. To chair the Judicial Council.
2. To be authorized to oversee this Constitution and any organizational charter, constitution or by-law subordinate thereof.
3. To receive and review all new club constitutions.
4. To chair impeachment proceedings, or appoint a chair, if deemed appropriate.
5. To swear in all ASW Senators and ASW Officers.
6. To verify that an Order of Action has been completed in the time specified.
7. To actively provide support for ASW, its activities, and the club community.
8. To attend all ASW Senate meetings.
9. To represent the judiciary at any committee meetings where the Chief Justice is requested.
10. To actively review the constitutionality of all statutes passed and actions taken by ASW officials
11. To chair the Judicial Council.
12. To serve as the Elections Chair.
13. Meet with the ASW Advisor once a week.

SECTION 2. The Judicial Council

a. Eligibility and Structure

1. Associate Justices must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
2. Associate Justices must have a cumulative G.P.A. of 2.5 or above and be in good standing when appointed and the duration of their term.
3. Associate Justices will be appointed by the Chief Justice and approved or denied by the Senate.
4. The Judicial Council will consist of the Chief Justice and members outlined in the Judicial Code.

b. Powers and Responsibilities

1. To have the final rule on all constitutional decisions.
2. To review all club charters, constitutions, and bylaws.
3. To propose Judicial Code amendments, subject to approval of the Senate.
4. To have the powers and authorities as are necessary to afford substantial justice including, but not limited to:
 - A. The power of subpoena.
 - B. The power to enjoin.
 - C. The power to render findings.
 - D. The power to compel by sanction or penalty.

SECTION 3. Order of Action

- a. Any member of ASW may petition the Judicial Council to issue an Order of Action to any elected or appointed official or governing body of ASW. The Order may only be issued after a timely hearing by the Judicial Council at which each party has the opportunity to be heard.
- b. It is grounds for impeachment for an official or governing body served with an Order of Action to fail to perform the specified duties within a reasonable period of time.

SECTION 4. Oath of Office

- a. All ASW officers must swear the following oath before assuming office.
- b. All ASW officers will be offered a written copy of the oath to read aloud.
- c. The oath of office will be:
 1. I, (name of individual), do solemnly swear that I will support the Constitution of the Associated Students of Westminster and all its purposes and procedures; and that I will endeavor to the best of my abilities to fulfill the duties, obligations, and responsibilities of the office to which I have been elected (or appointed).

Article VI. ASW CLUBS

SECTION 1. Structure and Responsibilities

- a. The ASW Clubs will be governed by a Democratic Board that will be composed of the ASW Clubs Council President and four (5) Board Members selected from the student body.
- b. The ASW Clubs Council will be composed of five (6) members:
 1. One (1) ASW Vice President of Campus Affairs.
 2. Five (5) board members elected by club representatives.
- c. ASW Clubs representatives will evaluate and accept or reject official ASW Clubs status to new clubs and student organizations.

SECTION 2. The ASW Clubs Council

- a. Eligibility
 1. A member of the ASW Clubs Council must be registered for at least six (6) undergraduate or three (3) graduate semester hours at Westminster University.
 2. A member of the ASW Clubs Council must have a cumulative G.P.A. of 2.5 or above and be in good standing.
 3. A member of the ASW Clubs Council will be elected by the general ASW Clubs where every officially recognized club will have one (1) vote.
 - A. Any member of the ASW Clubs Council other than the ASW Vice President of Campus Affairs may be removed by a 2/3 super majority vote of the general ASW Clubs.
 4. A member of the ASW Clubs Council must have been an active member of an ASW club the academic year prior to serving.
- b. Power and Responsibilities
 1. To provide a communications network between clubs and other campus organizations.
 2. To accept and rule on club proposals from regularly enrolled students of Westminster in accordance with the procedures outlined in the ASW Clubs Handbook.
 3. To act as a resource for clubs, particularly in the areas of organization, problem solving, membership promotion, and fundraising.
 4. To keep an updated record of club budgets.
 5. To provide a forum for expressing the interests of clubs.
 6. To provide service opportunities and assistance.
 7. To vote on matters affecting the ASW Clubs where a simple majority rules.
 8. To act as an information resource for the student body in the event of an absence of the ASW Vice President of Campus Affairs.
 9. To be governed by ASW Clubs Handbook (see the document and 'further changes') and shall uphold the principles and guidelines established in the ASW Constitution.
 10. To amend and ratify the ASW Clubs Handbook.
 11. To perform duties as requested by the ASW Vice President of Campus Affairs.

Article VII. Removal AND IMPEACHMENT

Any member of the Executive Cabinet, Student Board, ASW Programming Board, Judicial Council, ASW Clubs Council or Senate shall be removed or impeachment for conviction of any act in direct violation of this Constitution, or any document subordinate thereof.

SECTION 1. Removal from Office

- a. Removal of office will be held if a member of the board or directs or other non-elected member of ASW are found in direct violation of the Constitution, or any document subordinate thereof.
- b. Removal must be made away to the violator in writing no later than 7 days before the removal process begins.
- c. Individuals found in violation will be removed by their team lead or any of the Vice Presidents and President.
- d. If the individual found in violation wishes to appeal the decision, they may bring it to the ASW Senate.
- e. ASW Senate will hear the case and determine the merits of the case on a case-by-case basis.
 1. ASW Senate has final say in the removal process once the final verdict is heard and voted on. If more than one half (50%) of the students in the Senate vote in favor of the removal, it becomes final.
 2. If Senate vote against the removal decision, the appointed ASW member will be reinstated.

SECTION 2. Impeachment

- a. Impeachment of elected officers will be sustained if:
 1. Action calling for the impeachment of an officer is brought before the Senate.
 2. A simple majority vote of all ballots cast in the impeachment hearing are in favor of the measure.
- b. If impeached by the Senate, then the officer shall be subject to a conviction hearing as follows within ten (10) days:
 1. A grievance will clearly and concisely state a description of the matter being complained about at least three (3) days before a conviction hearing. The Senate will provide the respondent with a copy of the complaint in a timely manner. This complaint will also contain a date and time for the trial to occur.
 2. The Chief Justice shall chair the trial. If The Chief Justice is being impeached, the Assistant to The Chief Justice will chair the impeachment proceedings.
 3. The jury shall be made up of the following individuals, chosen by the ASW Advisor.
 - A. three (3) senators
 - B. four (4) students that are members of the ASW
 - C. one (1) administrator
 4. The officer facing impeachment will be allowed to seek counsel from either:

- A. a student member of the ASW
 - B. a faculty member of Westminster
 - C. a staff member of Westminster
5. A member of the Senate will represent the prosecution, and the officer on trial will be known as the defendant, with the defendant's party called the defense.
- A. The Prosecution and the Defendant have the right to call and confront witnesses, the opportunity to hear and respond to all testimony to examine all evidence, and to present evidence and witnesses, which advance arguments relevant to the issues in contention.
 - B. Either party has the right to allow two advisors at any stage of the proceedings to offer advice.
 - C. Any witness may be cross examined directly after giving any necessary testimony.
 - D. The jury will render their decision in writing directly to all parties involved following reviews of all materials noted above.
 - E. Opening and closing arguments will be utilized in order to help establish context for the jury.
 - F. The Chief Justice will act as judge of the proceedings, handling any and all objections that arise.
 - G. The order in which the trial shall occur will be as follows:
 - i. Opening argument of the prosecution.
 - ii. Opening argument of the defense.
 - iii. Case and chief of witnesses for the prosecution. Cross-examination of witnesses may occur for the defense if desired.
 - iv. The closure of the case and the chief of the prosecution.
 - v. The case and the chief of witnesses for the defense. Cross-examination of witnesses may occur for the prosecution if desired.
 - vi. The closure of the case and chief of the defense.
 - vii. Closing arguments of prosecution.
 - viii. Closing argument of the defense.
 - ix. If desired, rebuttal of the defense by the prosecution.
 - x. A majority vote, of fifty (50) percent plus one (1), of all ballots cast in the trial shall be required for conviction.
- c. If convicted, the officer must be informed in writing of the impending action at least seven (7) days before the action is taken, and the individual will subsequently be removed from the position by The Chief Justice after seven (7) days.
 - d. In the event of a successful impeachment, the officer's position will be filled by utilizing available procedures and logic. The Senate Body will confirm the replacement and the individual will take on all powers and responsibilities of the position.
 - e. Any person acquitted of wrongdoing by lack of proper majority shall not, for the same offense, be otherwise re-examined by any proceedings enumerated in this Constitution.
 - f. Any conviction, resulting from impeachment, leading to removal, can be appealed to the ASW Advisor according to the disciplinary procedures in the Student Handbook of Westminster University.

Article VIII. AMENDMENTS TO THIS CONSTITUTION

- a. Amendments to this Constitution may be proposed through legislative action or by petition signed by not less than ten (10) percent of the student members of the ASW.
- b. Proposed amendments to this constitution will be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members of the ASW.
- c. Amendments to these Bylaws and/or any of the ASW governing documents shall be added to the document and organized accordingly with the resolution or bill number and title following the change as a parenthetical citation (Example: See Article II, Section 2, Subsection a. Citations shall not be included in constitutional changes or amendments, only in subsequent ASW guiding documents).
- d. Amendments to these Bylaws may be proposed through:
 1. legislative action; or
 2. by petition signed by not less than ten (10) percent of the student members of the ASW.
- e. Proposed amendments to these Bylaws will be adopted by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the ASW Senate.
- f. Neither the ASW nor any body subordinate thereof, may enact any rules, policies or procedures inconsistent with these Bylaws and the Constitution of the Associated Students of Westminster.
 1. Upon ratification, by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the ASW Senate, these Bylaws shall supersede and override any other documents heretofore known as Bylaws of the Associated Students of Westminster.

Article IX. RATIFICATION

- a. Upon ratification, by a super majority vote, of two-thirds (2/3) plus one (1), of all ballots cast by the student members of ASW, this Constitution shall supersede and override any other documents heretofore known as a Constitution of the student body of Westminster University