

Bylaws Revision

Article I: Nature of the Bylaws

Section 1: Nature of Bylaws

These Bylaws shall serve as the operating rules of the University of the West Student Government (UWSG), as authorized in Article V, Section A.1 the UWSG Constitution. They complement the Constitution and are subordinate to it.

Section 2: Definitions

The following terms in this document shall be defined as such:

A. UWSG: University of the West Student Government, Inc.

B. Assembly: governing body of the UWSG

C. UWest: University of the West

D. Staff: any person employed by (UWest) as faculty, staff, administrator, or consultant

E. Officer: a student elected or appointed by the student body to oversee the daily operations of the government and vote in the assembly.

F. Senator: a student elected by a particular student constituency to represent its interests and vote in the assembly.

G. Committee Chair: a student appointed to oversee the operation of a particular committee; who may or may not be a representative or officer

H. Member: any student who pays the mandatory Student Association fee as part of their admission into UWest.

1. These bylaws are to be considered living documents and will be subject to regular review, revision, and amendment per Article XII, as per the guidance of the current UWSG operating at UWest. They are intended to reflect the most current policy, procedure, and process of the current student government and guide future officials in the business of the UWSG.

2. The policies, processes, and procedures in these bylaws are intended to outline a government model that shall be a consensus-based direct democracy rather than a voting-based representative democracy. It is the intention of the UWSG that all students should have the right to participate in decisions which affect them and that our student body should seek harmony and unity whenever possible to avoid factionalism and exclusion to the best of our ability. Under this model, the role of officials becomes one of organization and communication, rather than power and authority. This ideal and the related practices may be modified as future governments see fit.

Reason for Change:

Fixing grammar

Article II: Structure

Section 1: Assembly

A. The Assembly shall meet regularly, preferably weekly while classes are in session, to discuss issues of concern to the student body, allocate funds, represent the voice of students to the university faculty, staff, administration, alumni, donors, and outside agencies, and organize events and activities for the benefit of students.

B . As per Article II of the UWSG Constitution, the governing body of the UWSG shall be known as the “Assembly.” Any student may propose items for the Assembly agenda by contacting the Vice President (or Secretary in the VP’s absence) prior to the weekly Executive Committee Meeting. The Executive Committee will determine under which section of the agenda the new item falls. Agendas for the Assembly meetings must be published 24 hours in advance to give all students fair notice of items to be discussed.

C . The agenda for meetings of the Assembly shall be structured as follows and may be modified by the chair as necessary:

- 1 . Call to Order: Announce the start of the meeting
 - 2 . Executive Roll Call: Have UWSG officers sign in
 3. Club Roll Call: Have club leaders sign in
 - 4 . Approval of Minutes: Review of last week’s general assembly minutes
 - 5 . Open Forum: Only for guest speakers
 - 6 . Executive and Committee Reports: Reports progress of issue or project
 - 7 . Old Business: Previously on the agenda, discussed but not voted on
 - 8 . New Business: Anything on the agenda which has not been discussed
 - 9 . Public Comments: Any student may raise new items for discussion during the Public Comments section of the Assembly Meeting. However, no motions, votes, or decisions will be held on these items until the following Assembly, when they can be properly announced on the agenda so that any interested students may attend and participate in the discussion.
 - 10 . Announcements: Comments and questions are allowed
 - 11 . Adjourn: Motion is made to end the general assembly and must be seconded
- D . The time and location of meetings must be publicly announced 24 hours in advance. Whenever possible, a time and location should be selected to allow the greatest number of students to attend and should remain consistent throughout the semester.

E . Fifty percent (50%) plus one (+1) of total officers and representatives must be present to constitute quorum. No items may be voted on unless quorum is reached

Section 2: Officers

Primary Role

The primary role of UWSG Officers is to handle the daily operations of the Student Government. President, Vice-President, and Treasurer are not allowed to be a staff member within the university to avoid conflict of interest. Student workers are still able to run and are excluded from this condition. Officers include the President, Vice President, Secretary, Treasurer, Public Relations Officer, Activities Officer, Student Issues Officer, Webmaster, and Alumni Advisor. These officers make up the Executive Council. Minimum GPA requirement: 3.0 or above.

All officers shall have the following duties:

- 1 . Be aware of issues of concern to the student body
- 2 . Maintain open lines of communication with the university administration
- 3 . Set goals for the UWSG, attend executive committee
- 4 . Attend the weekly Assembly, and guide UWSG policy, which will be subject to the approval of the Assembly.
- 5 . Officers shall have the primary and secondary duties as outlined below.

B. President

Primary Duties

1. The President is the primary spokesperson for the UWSG and the student body.
2. The President attends meetings with the university administration, faculty, and staff and reports back to the UWSG regarding issues affecting students. During these meetings, the President represents the study body and advocates in their best interest regarding decisions and policy changes that affect them.
3. The President acts as the chair of the Executive Council. (See duties of a committee chair.)
4. The President has the power to call or cancel Assembly meetings with twenty-four (24) hour notice.
5. The President guides policy objectives for each school year and compiles year-end reports with assistance from the other Officers.
6. The President appoints committee chairs, subject to the approval of the Assembly, unless otherwise specified in the provision of that committee.
7. The President is responsible for disbursing petty cash, if any. (Refer to Article VII: Finances)

Secondary Duties

1. The President assists other officers and committee chairs in carrying out their duties as requested. This includes the authority to chair the weekly Assembly meeting in the absence of the Vice President.

2. The President moderates grievances brought against the Student Issues Officer by students, staff, or other UWSG members.

C. Vice President

Primary Duties

- a. The Vice President chairs the Assembly.
- b. The Vice President chairs the Club Committee. (See duties of a committee chair.)
- c. The Vice President coordinates with other committee chairs on a regular basis in order to be informed of the ongoing activities taking place in the committees. The Vice President reports on these activities as necessary during the regular meetings of the Executive Council.
- d. The Vice President assumes the duties of the President if the President is unable to perform his or her duties or if the President is removed, recalled, or resigns.

Secondary Duties

- a. The Vice President attends meetings in the absence of the President.
- b. The Vice President assists the President and other officers in carrying out their duties as requested.
- c. The Vice President coordinates with the Activities Officer to organize Club Day at the beginning of each semester.
- d. The Vice President may sign Purchase Request forms in the absence of the Treasurer.
- e. In the absence of the President, the Vice President may disburse petty cash. (Refer to Article VII: Finances)

D. Secretary

Primary Duties

1. The Secretary records the minutes at all Assembly and Executive Council meetings as requested/needed.
2. The Secretary prepares the Assembly and Executive Council agendas. The final agenda shall be published no later than twenty-four (24) hours in advance of the meeting.
3. The Secretary makes and brings paper copies of any documents being debated to Assembly meetings.

Secondary Duties

1. The Secretary assists committee chairs to carry out their duties as requested, including uploading committee meeting minutes.
2. If the President and Vice President are unavailable, the Secretary attends meetings in place of the President.

E. Treasurer

Primary Duties

1. The Treasurer prepares the annual budget at the beginning of each school year and presents it to the Assembly for a vote no later than the fourth meeting.
2. The Treasurer prepares the Year End Financial Report no later than the second to the last week of Spring semester (for inclusion in the Year End Report prepared by the President). The Treasurer prepares a Mid-Year Financial Report if requested by the President.
3. The Treasurer keeps ongoing accounting records, including: tracking the running balance of the UWSG account, tracking petty cash, tracking funds used by and available to the official clubs, handling paperwork such as Purchase Requests and receipts, and general record keeping and filing.
4. The Treasurer coordinates with the University Accounting and Finance Department and complies with all reasonable requests for records and audits in a timely manner.

Secondary Duties

1. The Treasurer assists club officers and committee chairs in preparing budgets and filling out paperwork as requested.
2. If the Vice President and President are unavailable, the Treasurer chairs the Assembly

F. Activities Officer

Primary Duties

1. The Activities Officer is responsible for planning and carrying out events (such as concerts, picnics, games, field trips, and meetings) at the direction of the Assembly. The Activities Officer may form a committee to assist in these duties, which he or she shall chair.
2. The Activities Officer, in coordination with the Vice President, holds a Club Day (in order to allow clubs to recruit and demonstrate their activities) at the beginning of every semester. Club day must be held no later than the third week of the semester.
3. The Activities Officer coordinates with official clubs in planning events and activities.
4. The Activities Officer coordinates with Student Affairs in planning events and activities.

5. The Activities Officer liaisons with University departments regarding events and activities being carried out by UWSG or the official clubs as needed, especially with regards to General Services and Information Technology.

Secondary Duties

1. The Activities Officer assists the committee chairs and other officers in planning events and activities, particularly the monthly student forums organized by the Student Issues Officer.
2. The Activities Officer puts up and takes down fliers and advertisements around campus.

G. Public Relations Officer

Primary Duties

1. The Public Relations Officer is primarily responsible for ensuring that all UWSG social media are up to date, online media presence is strong and that all events happening around the UWest Campus are properly reported and promoted to Students in an accessible and marketable fashion.
2. The Public Relations Officer should have a good grasp of external programs for graphic arts so as to create proper, informative flyers, and announcements to the Student Body. This includes reporting to UWSG events that are of importance that happen outside of the University that may interest the UWest Student Body, such as lectures, talks, or special events.
3. The Public Relations Officer will correspond with various faculties, such as that of the Student Life Office, Residential Life Office, and UWSG Activities Officer, to keep proper information on the UWSG Social Media and UWSG Website.

Secondary Duties

1. The Public Relations Officer will regularly meet with the Activities Officer and assist with the duties of promoting events, as determined.
2. The Public Relations Officer should make an attempt to visit UWest Events, UWSG sponsored activities, and other momentous occasions so as to document them in the form of photos and videos and work with uploading those to the UWSG website.

H. Student Issues Officer

Primary Duties

1. The Student Issues Officer holds regular student forums and conducts surveys per the direction of the Assembly to solicit feedback on issues affecting the student body. This includes organization, choice of topics for discussion, facilitation, coordination with the administration, and reporting the results to the Assembly.
2. The Student Issues Officer communicates with the student body regarding issues that affect them, particularly in areas relating to Student Life and Resident Life. The officer must maintain the privacy and confidentiality of students.

3. The Student Issues Officer monitors online comments and forums and brings issues to the attention of the Executive Council as necessary.

4. The Student Issues Officer coordinates with the Institutional Research Office and Student Life regarding student surveys, including specific questions regarding the performance of the UWSG, and ensures that the results of student surveys are made available to the UWSG.

5. The Student Issues Officer moderates grievances brought against UWSG members by students, faculty, staff, administration, or other UWSG members, excepting when the grievance is against the Student Issues Officer, in which case the President shall moderate.

Secondary Duties

1. The Student Issues Officer shall assist the Activities Officer to carry out his or her duties as requested.

I. Webmaster

Primary Duties

1. The Webmaster is responsible for the upkeep, maintenance, and design of the UWSG website. The Webmaster ensures stable delivery of online forms to responsible officers.

2. The Webmaster works closely with all officers maintaining group chats, emails, and online partners.

3. The Webmaster will make recommendations based on student feedback and experience.

4. The Webmaster must keep the website up to date.

Secondary Duties

a. The Webmaster coordinates with UWest IT Department regarding technology related comments, concerns, or suggestions provided from the student body.

J. Alumni Advisor

Primary Duties

1. Assists the Executive team as experienced mentor and former UWSG Officer.

2. Conduct/Assist in Officer training during the semester

3. Maintain connections with UWest Alumni

Secondary Duties

1. Alumni Advisor will coordinate with UWest Administration regarding UWSG initiatives and assist with support.

Section 3: Representatives

A. Senators

Each academic department elects one Senator. The academic departments are Buddhist Chaplaincy, Business, English/ESL, International Students, General Education, Psychology, and Religious Studies.

Primary Duties

- a. Senators' primary duties are to facilitate communication between the students and the faculty and staff of their academic department. This includes attending department meetings, meeting with students in their department as needed, identifying and referring students to the Peer Mentoring Program, coordinating with the Executive Council, and attending Assembly meetings.
 - b. Senators must also serve on the Assembly and facilitate communication between the student government and the student body. This includes attending all Assembly meetings, meeting with students in their constituencies as needed, and serving on at least one committee as assigned.
 - c. If the academic department has no further representatives, the Senator must also attend regular Assembly meetings and serve as the primary communication channel between their constituency and the student government.
4. Senator positions may only be filled by students within that academic department.

Senator Vacancy

If a Senator's seat for an academic department is vacant and no student from that department volunteers, the Assembly may appoint a student from another academic department to fill that seat. See the procedures for appointment in Article VI.

Special Interest Groups

In addition to academic departments, special interest groups may be assigned one or more Senators to represent their needs. A Senator for a special interest group must be a member of that group. A special interest group meets three basic criteria:

1. Represents a significant portion of the student population.
2. Has needs significantly different from the rest of the student population.
3. Is otherwise unrepresented or underrepresented among the officials of the UWSG.

The UWSG currently recognizes the following special interest groups and assigns one Senator to each: Monastic Students, Doctoral Students, and Resident Students. These groups may be changed from year-to-year as the Assembly sees fit.

Senator Attendance

Attendance at Assembly meetings is required. The Secretary maintains attendance records. Representatives with more than three unexcused absences (determined by the chair) may be removed from office by the Assembly per the procedures in Article V of the Constitution and Article VIII of the Bylaws.

B. Delegates

Primary Duties

Delegates' primary duties are to serve on the Assembly and facilitate communication between the student government and the student body. This includes attending all Assembly meetings, meeting with students in their constituencies as needed, and serving on internal and external committees as assigned.

1. When an academic department has more than forty (40) students, for every subsequent forty (40) students they shall be allocated one Delegate. Use the following table as needed:

| Students | Senators | Delegates |
|-----------|----------|-----------|
| 0 - 40 | 1 | 0 |
| 41 - 80 | 1 | 1 |
| 81 - 120 | 1 | 2 |
| 121 - 160 | 1 | 3 |
| 161 - 200 | 1 | 4 |

Delegates Vacancy

If a Senator's seat for an academic department is vacant and no student from that department volunteers, the Assembly may appoint a student from another academic department to fill that seat. See the procedures for appointment in Article VI.

Special Interest Groups

In addition to academic departments, special interest groups may be assigned one or more Senators to represent their needs. A Delegate for a special interest group must be a member of that group. A special interest group meets three basic criteria:

1. Represents a significant portion of the student population.
2. Has needs significantly different from the rest of the student population.
3. Is otherwise unrepresented or underrepresented among the officials of the UWSG.

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Senator Attendance

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C. Other Officials

1. The Assembly may create seats for other government officials and appoint to fill vacancies as necessary to coordinate programs, activities, events, committees, and carry out other business.
2. The duties of these members shall be defined by the Assembly.
3. If a newly created seat carries over into the following year, it must be filled via election. A candidate may be appointed if no one stands for election.

Reason for Change:

Fixing grammar

Reformatting structure of Article to avoid repetition

Updated Officer Primary and Secondary duties

Article III: Process

Section 1: Assembly Agendas

Agenda Items

The Vice President creates the Assembly agenda, with the assistance of the Secretary. Any student may add an item to the Assembly agenda for discussion. Students should contact an Officer, particularly the Vice President or Secretary, a few days in advance to add an item to the next Assembly meeting.

Public Comments

Each agenda shall have a section for public comments, during which time any student may bring up any topic for discussion, even if it is not on the agenda. The Vice President may limit the time available for Public Comments based on the length of the meeting, but topics raised during public comments can be added to the agenda of the following Assembly meeting if not resolved.

Advance Notice

Agendas should be made public at least twenty-four (24) hours in advance of each Assembly meeting so that students have the opportunity to participate in discussions relevant to them.

Section 2: Discussion and Debate

Participation

All students have the right to participate in discussion and debate of any issue at all Assembly meetings. Non-students, such as staff, administration, alumni, and special visitors, may also participate in discussion at the discretion of the Chair, but do not participate in final decisions (consensus-based) or votes.

Recognition

Students must be recognized by the Assembly Chair in order to speak. Speakers will be recognized in the order they notify the chair of their wish to speak (typically by raising their hand).

Ejection

The Assembly Chair reserves the right to eject from the Assembly meeting any person who refuses to participate in discussion in a civil and orderly manner so that discussion and debate cannot continue. Behavior which may result in ejection includes shouting or yelling, continually interrupting other speakers, speaking when not recognized by the Chair, refusal to yield discussion after a prolonged period of time, or use of offensive, threatening, or coarse language. The Chair will warn any person of their infraction and ask him or her to cease their behavior. If the person continues being disruptive, the Chair will ask them to leave. If the person will not leave, one of the Officers will contact campus security and/or the police to remove or restrain the individual.

Time Management

The Chair may choose to limit the amount of discussion on any single topic in the interests of time management. Discussions may continue at the next Assembly meeting as necessary. Whenever possible, the Chair should yield to the will of the Assembly regarding which topics it wishes to discuss for longer or shorter periods, and seek consensus before postponing or rearranging agenda items.

Refer to Committee

Agenda items are referred to committee under two circumstances:

1. To organize and carry out the details of decisions made by the Assembly, such as holding an event or making a purchase
2. To conduct research or negotiations on an item and report back to the Assembly with recommendations for action.

Section 3: Decision Making

Majority vote

The Assembly seeks to make decisions by majority vote.

In the event of a tie vote, there are two options:

1. The Assembly may vote again

2. Select one individual from the “aye” votes and one from the “nay” votes to compile an argument to be represented at the following week’s Assembly. After each student has been given the chance to represent their side, voting will commence.

Motions

Decisions should be made in the form of motions, such as those used in Robert’s Rules of Order, and recorded in the minutes of the meeting. The specific language of the motion is very important in describing what the decision entails. Anyone may make a motion in the course of discussion on a topic. A motion requires a second to proceed and is open to debate before finalizing. The Chair will ask for “further discussions or objections” before declaring a motion final. Once a motion is declared final, it becomes the official decision of the Assembly. Motions can be revisited, revised, and overturned as necessary.

Votes

All students present at the Assembly meetings may participate in votes. The Chair may call a vote under two circumstances:

1. Quick Poll

A simple show of hands to help demonstrate support or opposition to an issue or prioritize agenda items. This does not represent a final decision of the Assembly, but rather helps the Chair prioritize and manage discussion.

2. Final Decision

To settle debate on key decision making priorities of the Assembly. Key decision making priorities are those which are absolutely necessary to allow the continued operation of the government, including (but not limited to) decisions about finances and budgets, appointments to vacant officer positions, removal of officers or representatives for cause, bylaws amendments, and approval of referenda items. A vote on key priorities should only be called after lengthy attempts to resolve the issue through consensus have been made. A final decision vote must be announced prior to the Assembly where it will be called. The outcome of votes on key priorities are considered final decisions of the Assembly and can only be revisited, revised, or overturned with the consensus of the Assembly or another majority vote.

Written Decisions

Most decisions may be made verbally and recorded as motions in the minutes. However, from time to time it may be necessary to make written decisions, such as when setting the budget, amending the bylaws, endorsing a committee report, or drafting a letter to the administration. Whenever possible, such documents should be made public ahead of the Assembly meeting as part of the agenda. The Secretary is responsible for bringing enough copies of written documents to the Assembly for all present to review

Section 4: Powers of the Assembly

Allocation of Funds

The Assembly has the final authority to allocate student association fee funds collected by the university for the purpose of supporting student government and student clubs. The Assembly may accept, reject, or amend budgets presented by the officers at its discretion.

Sponsor Events and Activities

The Assembly may decide to sponsor school-wide events and activities such as holiday celebrations, cultural fairs, charity events, performing arts, contemplative programs, lectures, or others. They may direct the officers to carry out such events or organize a special committee to coordinate the details.

Resolutions of Support or Opposition

The Assembly may voice support or opposition for university policies, procedures, or practices based on their impact to students. Such resolutions may be made verbally, in the form of a motion, or written, in the form of a report. Special committees may create reports or officers assigned to research certain topics and may include recommendations for action made to the university administration.

Restriction of Powers

The Assembly may not, under any circumstances, require students to participate in student government activities, events, meetings, votes, processes, or procedures, with the exception of payment of the student association fee, which is mandatory. The Assembly may not abridge the human rights of students based on identity, gender, race, ethnicity, religion, sexual orientation, family status, or national origin. These rights include, but are not limited to, freedom of speech, religion, association, peaceable assembly, and pursuit of education or employment. Furthermore, the student government may not support the activities of any student group or club (with finances, resources, or official sanction) that seeks to abridge the human rights of other students or non-students. The Assembly may not represent itself as the university or its resolutions and actions as those of University of the West. The Assembly may not engage in any business or activities that are illegal under federal, state, or local law or regulation.

Section 5: Powers of Committees

Organization

Committees may organize events and activities at the discretion of the Assembly, including making reservations, purchases, schedules and plans. Committees should keep the Assembly apprised of their activities and heed the Assembly's advice on such activities whenever possible.

Research

Committees may conduct research on issues affecting students, make recommendations regarding such issues, and compile reports for the information of the Assembly.

Ongoing Business

Committees may oversee and make decisions relating to ongoing business of the student government such as the creation of budgets, oversight of financial transactions, communication with the university

or other groups, oversight of clubs and subsidiary student groups, recruiting new members and encouraging student engagement, and regular review of documents, policies, and procedures, including elections. Committees engaged in ongoing business should regularly report to the Assembly and heed the Assembly's advice whenever possible.

Reason for Change:

Fixing grammar

Reformatting structure of Article for simplistic look

Article IV: Committees

Section 1: Standing Committees

Definition

A standing committee is one that exists every year, maintains bylaws, and carries out specific duties as follows or defined within that committee's bylaws.

Organization

Members are appointed to committees by the President. Chairs are specified in point D below. Committee members need not be members of the Assembly, but all committees report to the Assembly (via the Vice President and Executive Committee) and are under the authority of the Constitution and UWSG Bylaws.

Bylaws

Standing committees shall write and maintain bylaws. Bylaws must be reviewed and approved by the Executive Committee.

Executive Committees

Organization

The Executive Committee is made up of the Officers of The Assembly, which are the President, Vice President, Secretary, Treasurer, Activities Officer, Public Relations Officer, Student Issues Officer, Webmaster, and Alumni Advisor. The President is the chair of the Executive Committee.

Duties

The Executive Committee meets weekly while class is in session. The Executive Committee sets the agenda for the Assembly meeting, formulates policy, appoints officers or representatives to vacant seats subject to the approval of the Assembly, reviews the work of other committees, exchanges information about issues and activities concerning students, and formulates official communications with the administration including the Year End Report.

Election Commission

Organization

The President shall appoint the chair of the Election Commission subject to the approval of the Assembly. The chair of the Election Commission shall appoint the remaining members of the commission (2 to 4 people) subject to the approval of the Executive Committee. Current members of the Assembly or candidates may not serve on the Election Commission.

Duties

The Election Commission is responsible for carrying out free and fair elections, creating and enforcing campaign regulations, and creating and enforcing voting regulations. The Election Commission will oversee elections to the Assembly, Recall Elections, Special Elections, and Referendums as governed by Article VI and the Election Commission Bylaws.

Club Committee

Organization

The Vice President acts as the chair of the Club Committee. Additional members to the Club Committee can be appointed by the Vice President. The UWSG Treasurer will assist the Committee Chair with financial inquiries.

Duties

The Club Committee is responsible for reviewing club applications, including budgets, and recommending clubs for official recognition by the Assembly. The Club Committee may recommend changes to a club's requested budget allocation, subject to approval by The Assembly. One or more members of the Club Committee shall review club purchase requests to ensure they are in compliance with their approved budget prior to UWSG signature.

Finance Committee

Organization

The Treasurer acts as the standing chair of the Finance Committee. Additional members can be appointed by the President when requested by the Treasurer.

Duties

The Financial Committee is responsible for preparing the Annual Budget and the Mid-Year and Year End Financial Reports, as defined in Article IX Section 2. Annual budgets and amendments are subject to the approval of The Assembly. The Financial Committee should periodically review the Financial Bylaws, Article VII, and other policies and procedures pertaining to budgeting and disbursement, and make recommendations for changes when necessary.

Section 2: Special Committees

Definition

A special committee is one that exists for a specific period of time to accomplish their tasks, does not maintain bylaws, and carries out specific duties as defined by the legislation creating and empowering said committee.

Organization

Chairs and members are appointed to the committee according to the legislation creating and empowering said committee. The chair must be named and a procedure for appointing members defined in the legislation.

Bylaws

Special committees are not required to have written bylaws, but are required to abide by the UWSG Constitution and Bylaws.

Duties

Special committees shall carry out their duties as defined in the legislation creating and empowering them. When active, special committees shall report during the Committee Reports period at the weekly Assembly meeting. Special committee chairs shall coordinate with the Vice President and Executive Committee on a regular basis regarding their activities.

Section 3: External Committees

Definition

An external committee is organized and operated by the university administration and to which one or more student representatives are invited as either advisory or full voting members.

Duties

Students appointed to external committees shall represent student interests to the best of their ability when discussing issues that affect the student body. These representatives shall give reports during the Committee Reports section of the weekly Assembly meeting when appropriate. Assigned representatives should keep the Executive Committee informed on a regular basis of the business of the external committees. Assigned representatives may be directed to express the opinion of the Assembly on certain issues during the meetings of these external committees.

Appointment

The President will appoint student representatives, who may or may not also be members of the Assembly, to external committees subject to the approval of those committees. External committees may request students they wish to have on the committee and the UWSG will do their best to fulfill such requests.

Reason for Change:

Fixing grammar

Reformatting structure of Article for simplistic look

Article V: Clubs

Section 1: Membership

A club will have at least three (3) foundational members to run and operate its business. These three (3) members will fulfill the role of leadership. Within a given month, a club is expected to have at least two (2) additional students present at club events. Proof of attendance may be required as determined by the Club Committee.

Section 2: Leadership

A club shall have at least three (3) officers: President, Treasurer, and Secretary. A club may have more officers if they wish. Clubs may also have an adviser who is either a faculty or staff member of the university, though this is not required for establishment.

Section 3. Mission, Contract, and Bylaws

Mission

Each club must choose a mission statement that guides their actions, especially the activities they sponsor, and what they want to represent as a part of the UWest community. A club must refer to this mission when choosing finances and allocation of funds. (See Article IX: Governing Documents)

Contract

Each club will sign a contractual agreement with UWSG to help guide their mission, focus their efforts, and maintain continuity and transparency between semesters and give insight and information as to their daily, weekly, and monthly operations. A Club that does not wish to sign this contract may still operate as a Special Interest Group within the University, though will not receive official endorsement from UWSG and may not receive financial support from student association fee monies. Special exceptions to this must be brought up to the General Assembly for approval and review.

Bylaws

Bylaws may also be created for their daily operations, though are not required for establishment.

Section 4: Finances

Clubs shall be defined into three separate tiered categories. Each tier allows set funding for a defined service that the Club gives to the students of UWest, which is guided by the Club's Mission, these By-Laws, and solidified by the Club Contract that will be signed at the beginning of every semester. Club budget's are subject to change based on club attendance, participation, and funding.

A Tier 3 club will fulfill all the requirements of a Tier 2 and Tier 1 Club. A Tier 2 Club will fulfill the requirements of a Tier 1. The following Tiers are broken down as follows:

Tier 1 Club

1. Tier 1 Clubs will fulfill basic membership requirements
2. Tier 1 Clubs will adhere to the Club Contract signed between UWSG and the Club
3. Tier 1 Clubs are allotted a maximum of \$150 to be used within the scope of the Club's Mission

Community Service Projects

- a. Community Service projects and events are intended to diversify student experience and/or connect UWest to the local residents to further UWest and UWSG interests.
- b. Community Service projects and events are highly recommended and would be expected to represent UWest's Values and Mission.
- c. Community Service projects do not need to match the Club's individual mission, are to be considered "not-for-profit" (i.e. a club cannot use a Bake or Goods Sale as their Service Project), and can be made open to other locations of the University, such as the Office of Student Life, for additional support and/or funding.

Tier 2 Club

1. Tier 2 Club is required to have one community-wide event on UWest Campus, or Sponsored Off-Campus Event.
2. Tier 2 Clubs are allotted a maximum of \$300 to be used within the scope of the Club's Mission

Tier 3 Club

1. In addition to one community-wide event, Tier 3 Clubs must either provide a second community-wide event or a community service project that connects UWSG with the local population.
2. Tier 3 Clubs are allotted a maximum of \$450 to be used within the scope of the Club's Mission

Budget Requests

Every Club must submit a budget request along with their Club Contract by the deadline that is set by the Clubs Committee each semester. Clubs may also submit a special Budget Carryover form to request unused monies to be placed into the Spring Semester from the Fall Semester. Otherwise, funds are to be considered a "Use it or Lose it" policy.

Club Budgets

Club Budgets may be amended by the Assembly. Clubs may not spend funds on items or events that are not included in their specific budgets unless they receive prior approval from the Assembly and a special exception is made. Clubs must abide by all financial rules and procedures that are set forth in Article IX of these by-laws.

Bylaws

Clubs may create and enforce their own financial procedures or bylaws so long as they are compliant with UWSG Bylaws.

Section 5: Privileges

Officially recognized clubs enjoy the following privileges:

1. Funding through the UWSG, pursuant to Article VII of these bylaws.
2. Inclusion of events in all-student emails.
3. Publication of events on the UWSG website and UWSG Social Media.
4. Ability to host club web page on the UWSG website.
5. Assistance from UWSG Officers to facilitate cooperation with UWest offices, such as general services, IT, or Student Life. The UWSG can help resolve conflicts when they arise.
6. Eligible for recognition for Annual Club Awards.

Section 6: Suspension

A club may be suspended and have their privileges revoked under the following circumstances:

1. Violation of financial bylaws and procedures.
2. Violation of the Club Contract
3. Participation in or sponsorship of illegal activities
4. Damage to university property.
5. Harassment or discrimination to any member of the UWest Community
6. Failure to turn in a complete club packet at the beginning of each school year.
7. Failure to meet the attendance requirements for committee meetings and participation.

Right to Suspension

The Clubs Committee has the right to suspend any club following a hearing held by the committee to review the situation. The club may appeal to the Assembly, if they feel they have been suspended improperly. If they choose, the Assembly may reinstate the club after discussion of relevant issues.

Section 7: Community Participation

To improve the students' quality of life, cultural understanding, and student rights; All Clubs will be required to participate in Community Service Projects and/or UWest Standing Committee Meetings

(SCM). Club requirement will be based on Tier Level and projects will be approved by the UWSG Executive team. Clubs will report completed projects to the Assembly.

Community Service Project

Activities hosted by UWest, UWSG, or other organizations that are within the UWest Campus.

1. Including projects approved by the UWSG Executive Team
2. May involve cleaning, event setup/breakdown, or other service oriented activity.

UWest Standing Committee Meetings

Semester long attendance requirements for committee meetings and participation.

1. Reporting at least bi-weekly to the UWSG Executive Team.
2. SCM's meet weekly, bi-weekly, and monthly.

Section 8: Exceptions

Club's that are unable to have a representative available to attend General Assembly due to class schedule, must create a contract between the club as a while and UWSG on which best fits their schedule to conduct a meeting.

Reason for Change:

Fixing grammar

Reformatting structure of Article for simplistic look

Modified Tier Amounts and are subject to change based on funding given during the semester

Included new section at the end (Excmptions.)

Article VI: Elections

Section 1: Elections

Officers and representatives shall be elected for a term of one year in an election held by the Election Commission in accordance with the Election Commission Bylaws, UWSG Bylaws, and UWSG Constitution. The entire student body shall elect officers. Senators, Delegates, and other representatives must be elected by their constituent groups (i.e. the Business Senator is elected by Business students).

Elected and appointed officials of the UWSG must take the following oath of office prior to assuming their duties.

Oath of Office

The oath of office shall be administered by the Chair of the Election Commission or the UWSG President.

“I, [name], affirm that I will faithfully represent the students of University of the West, and uphold the Constitution of the University of the West Student Government to the best of my ability.”

Section 2: Appointments

Vacancies

Vacancies not filled via a general election or caused by the resignation or removal of an officer or representative can be filled via appointment by the Assembly.

Applicants

Applicants for vacant positions should submit an application to the Executive Committee and make themselves available for interview at the regularly scheduled meeting following their application.

Recommendations

The Executive Committee will submit recommendations for appoint to the Assembly via legislation. The applicant may attend this meeting and speak during Open Forum, but may be asked to leave during the debate and vote on the legislation.

Newly Appointed Officers and Representatives

Newly appointed officers and representatives should be prepared to fulfill their duties immediately for a term lasting until the next regularly scheduled election, unless otherwise specified by the Assembly.

Open Positions

Whenever possible, officer positions should be filled by already elected representatives.

Reason for Change:

Fixing grammar

Reformatting structure of Article for simplistic look

Article VII: Finances

Section 1: Purpose of Student Fees

Purpose

Student fee monies are collected from the student body for the purpose of allowing the Student Government and officially recognized Student Clubs to operate and provide services and resources to enhance student life at University of the West. Each year, at least two-thirds (2/3) of all fees collected shall be allocated directly to official student Clubs. One-third of the remaining fees will be allocated to UWSG.

Durable Goods

The Student Government or Clubs may use student fees to purchase durable goods for use and reuse by students. Durable good are any items that are not either a service, consumable (i.e. food, drink, etc.) or one-time-use good (i.e. paper plates, napkins, etc.). It is up to the clubs to maintain these durable items and UWSG accepts no liability over lost or damaged goods. Inactive Clubs must surrender durable goods back to UWSG.

Disposable Durable Goods

Clubs are entitled to allocate up to 40% of their annual budget to disposable durable goods (equipment, books, t-shirts, pens, etc.) that may be given directly to members. (Separate outside donations do not count to this.) These goods do not need to be returned at the end of the year or semester. Club leaders must keep proper records of such items for auditing purposes. This rule also applies to gifts or prizes given to members. This rule does not apply to consumable goods, such as food or drink, or one-time-use goods (i.e. plates or napkins).

Specific Prohibitions

Student fee monies shall not be used, under any circumstances, to pay for the following: alcohol, tobacco, firearms, ammunition, explosives, pornography, gambling, or any item or service illegal under state or federal law. Payment for items or services known or suspected to have been acquired or provided illegally (i.e. stolen property, services by unlicensed individuals, etc.) is also prohibited.

Honorariums

No more than \$100 per speaker per engagement may be used for honorariums paid from student fee monies. Any exceptions to this amount must be brought up to General Assembly for review and voting. (Ticket sales and separate outside donations do not count towards this amount.)

Section 2: Budgets

Annual Budgets

The Treasurer will present a draft Budget for the upcoming school year to the Executive Committee no later than third week of each new school year. The Executive Committee will review the Budget and submit it for approval by majority vote of the Assembly at a special budget meeting held during the fourth or fifth week of the school year. The Assembly may amend the submitted budget as they see fit.

1. Club Budget allocations are included in the overall UWSG Budget.
2. Clubs must submit budget request for each semester to the Clubs Committee no later than the day the Club Budget is conducted. Clubs must make an officer available for the budget meeting with the Club Committee during the initial budget meeting with the Club Committee. If the Club does not show up for the initial budget meeting, their budgeting will be denied or the club budget could be reduced to a Tier 1 Club, regardless of proposed mission or intent of funding.
3. The Club Committee must submit final club budget to the Treasurer for inclusion in the overall budget at least 24 hours in advance of the budget meeting. The Assembly may approve none, all, or part of a club budget for any reason. Club members and officers should present at the budget meeting

in order to answer questions or argue for more funding than recommended by the Clubs Committee (See Item 2).

Updates

The Treasurer will prepare a midyear Budget and present it to UWSG no later than the fifth week of Spring Semester. The Treasurer shall also maintain a running budget so as to be able to answer questions from the Assembly or Officer of Accounting and Finance within a reasonable time frame.

Amendment

The Executive Committee may recommend the Budget be amended at any time during the school year. Amended Budgets must be presented to the Assembly and approved via majority vote.

Year End Financial Report

The Treasurer will present a detailed Year End Financial Report to the President no later than second to last week of each school year. The more detailed Year End Financial Report should include the summary, actual spending compared to the budget, as well as comparisons to prior year and next year projections.

Summer Budgets

Summer Budgets are hereby suspended.

Donations

The UWSG or Clubs may receive donations. Donations must either be used for their intended purpose (i.e. purchase of some good or equipment, payment of a scholarship, etc.) in a timely fashion or deposited to the Student Account (see Section 3). Donated funds must be used for the purpose intended by the donor and accounted for. Even when spent immediately, donated funds must be documented like any other transaction. Donors should be informed that in order to qualify for a tax deduction, they must make their donations through the University. The UWSG will provide donors with a receipt upon request.

Section 3: Disbursements

Student Account

The University of the West Office of Accounting and Finance will maintain an account (“the account”) for the purpose of holding and distributing student fee monies throughout the school year in accordance to the UWSG Bylaws.

1. Disbursements from the account will be made in payment for items in the approved UWSG budget, including club budgets.

2. No disbursement will be made without a valid Purchase Request (PR).

3. The UWSG shall adhere to the portions of the memorandum of understanding (MOU) pertaining to finances that has been signed between UWSG, Inc. and UWest for the purpose of proper financial accountability.
4. The UWSG shall provide the Assembly with a detailed breakdown of the transactions on the account when presenting the midyear Budget update and the Year End Budget, see Section 2 above.

Purchase Requests

Advances may be given in the form of Petty Cash. These may be subject to Assembly approval. All transactions will be done through the form of PRs and cannot be used as a Reimbursement for unapproved transactions as determined by the UWSG Treasurer and/or the General Assembly. Decisions can be brought to General Assembly for review or potential alterations.

1. Advances are payments made in advance for the future purchase of goods or services by the Student Government or a Club. The advance request will include, but is not limited to, an approximate date of the event, a detail of purchase, and a purchase request form.
2. A PR submitted by a Club must have the signature of the UWSG Officer and an approved Leadership representative for a club, preferably the Club President. Clubs may determine who has signatory authority for their PRs so long as that individual is a club officer. The UWSG President, Vice President, or Treasurer must sign for the UWSG. The party listed as payee (who the check is made out to) may be determined by the Club representative.
3. PRs will be processed and funds disbursed within timely fashion, depending on the circumstance of the purchase request. PRs should include the date by which the funds are needed, when applicable.
4. PRs are to be submitted to weeks prior to the date of the event.
4. Reimbursements may be made in the event that a Purchase Request or Advance Payment was less than the total funds use. For example, a Club made a Purchase Request for \$50 and the total purchase was \$55. In the event that this happens, clubs may submit a new and/or amended Purchase Request form to represent actual purchases. Reimbursements will not be allowed after the Club Budget is closed at the end of the semester.

Receipts / Records

Receipts for purchases made by clubs must be properly documented by the Club and submitted to UWSG for documentation purposes, either in the form of a year-end financial report, or as a purchase-by-purchase report filed with the UWSG Treasurer.

1. Supporting documentation is highly recommended and receipts are mandatory.
2. Failure to comply with requests for receipts and/or reports may result in club termination and a ban from returning to UWSG Club Life for up to three (3) years, or as determined by the Club Committee
3. Copies are to be maintained in the UWSG Office.

Petitions

Petitions for potential waiver of these suspensions may be brought to the General Assembly.

Budget Compliance

Funds spent must comply with the approved UWSG Budget and club budgets.

1. Any funding pertaining to Clubs that is intended before the official approval of the UWSG and Club Budget must be brought to the General Assembly for review.
2. The UWSG Treasurer and/or a Club Committee member should review all submitted Club PRs for compliance with UWSG Bylaws, Club mission statements, and other applicable local and federal laws before funds are disbursed. If a Club PR does not comply with the Club's approved budget or the Club wishes to submit an Amended Budget, they must attend the regularly scheduled General Assembly meeting and obtain approval via consensus vote.

Petty Cash

The UWSG may hold petty cash in a secure location. The President will maintain key control over the Petty Cash Box. PRs may be paid out of petty cash at the discretion of the President, Treasurer, and/or General Assembly. Receipts must be provided, as with all PRs. Petty Cash that is not used during the intended purchase must be returned to the Petty Cash Box.

Section 4: Audits

Audits

The UWSG may be subject to no more than twice yearly audits instituted by the University, unless evidence of malfeasance exists. The UWSG should make every effort to comply with such audits and prepare in advance by maintaining proper record keeping and oversight practices. The University should make every effort to schedule audits no less than thirty (30) days in advance and notify the UWSG of any changes to audit policies and expectations at the time they are made.

Violations

Officers suspected of abusing financial policies or disbursement authority will have their privileges suspended pending a majority vote of the Executive Committee, and will be subject to additional disciplinary action at the next meeting of the Assembly. The matter must be brought to the next regularly scheduled meeting of the Assembly and supersedes all scheduled business. Financial malfeasance is grounds for immediate removal. The Assembly shall determine follow the applicable laws on removal as outlined in Section VIII. Should an officer be removed, the Assembly must immediately inform the CFO and the University Administration. If an officer is not removed (if they are exonerated), their authority and privileges must be reinstated. In cases of financial malfeasance, the Assembly reserves the right to seek legal action against the offending individual for redress, repayment, and possible criminal charges.

Reason for Change:

Modified some sections

Fixing grammar
Reformatting structure of Article for simplistic look

Article VIII: Removal and Recall

Section 1: Grounds for Removal or Recall

Grounds for removal and recall include financial malfeasance, fraud or dishonesty, negligence resulting in damage to University, UWSG property, or harm to persons, criminal activity, harassment or discrimination, violation of rules set forth in these Bylaws or the UWSG Constitution, and dereliction of duty.

Section 2: The Removal Process

1. In general, prior to the removal process, the President, or the Vice-President in the case of the President being accused, should issue a written warning to the Officer or Representative in question.
2. A motion for removal, citing specific grievances and complaints, brought forth on the basis of evidence is made, and if seconded, is subject to debate by the Assembly.
3. A member without a conflict of interest, agreed upon by the involved parties and approved by a majority of the Assembly, chairs the meeting.
4. The accusing party or parties has the opportunity to address the Assembly and present evidence, and witnesses relevant to the matter at hand.
5. The member in question has the opportunity to address the Assembly and present evidence and witnesses in his or her defense.
6. Following statements, witnesses, evidence, questioning, discussion, and debate, the motion is voted on by secret ballot. A two-thirds majority of Assembly voting to remove said member is required.

Section 3: The Recall Process

Recall elections shall be carried out according to the Election Commission Bylaws.

Section 4: Automatic Removal for Dereliction of Duty

Due to the fast pace of UWSG business and to ensure that needed positions remain filled with willing participants, Officers and Senators will be automatically removed for dereliction of duty under any one of the following circumstances:

1. Failure to attend 3 consecutive Assembly meetings or
2. Failure to attend 3 consecutive meetings of his/her assigned Committee or
3. Failure by an Officer to carry out one or more of their duties (see Article II Section 2) for 1 month or more.

Responsibility's

Although efforts may be made to contact the missing Officer or Senator prior to their removal, Officers and Senators are ultimately responsible to keep track of their own attendance. No advance warning is required before automatic removal. Officers and Senators should NOT assume that advance notice of an absence constitutes an 'excused absence.' Only an official Leave of Absence (see below) will prevent automatic removal. No other absences are considered 'excused.'

Email

The Secretary or Vice-President will notify the derelict Officer or Senator via university email of their automatic removal for dereliction of duty when any one of the criteria above are met.

Leave of Absence

Any Officer or Senator may submit a written request to the President or Vice President of their Leave of Absence at least one week in advance. The Leave of Absence must be no longer than 4 weeks and must include a specified return date, after which the Officer or Senator will begin to be marked absent. The Executive Committee has the authority to grant or deny the Leave of Absence based on the needs of the government, but, whenever possible, should find in favor of the requesting Officer or Representative. The Officer or Senator may nominate a temporary member to serve in their place during the Leave of Absence, subject to the approval of the Executive Committee.

Appeal to the Assembly

Following automatic removal, any Officer or Senator may appeal to the Assembly for reinstatement within one week of his/her removal. The Assembly may vote to approve or deny the appeal with a simple majority.

Appoint New Officer

Following the one week appeal period, the Assembly may appoint a new student to fill the vacant seat according to Article VI Section 2

Reason for Change:

Modified some sections

Fixing grammar

Reformatting structure of Article for simplistic look

Article IX: Governing Documents

Section 1: Recording

Agendas and Minutes

The Secretary is responsible for typing and recording all Assembly meeting agendas and minutes and the Webmaster is responsible for uploading them to the UWSG website. Agendas or minutes from other

meetings (i.e. committee meetings, special meetings), when available, should be given to the Webmaster to record on the website.

Legislation

The author of any legislation must make it available to the Secretary at least twenty four (24) hours prior to the Assembly meeting in which it will be discussed. All legislation will be recorded on the website. Once voted upon, the Secretary is responsible for recording any amendments and the floor action taken (passed, failed, postponed) on the final legislation.

Budgets and Financial Reports

The Treasurer must provide the Secretary with final Budget and Financial Reports at least twenty-four (24) hours prior to their submission to the Assembly. All Budgets and Financial Reports will be recorded on the website, and a paper copy filed in the UWSG office. The Secretary is responsible for recording any amendments to the final budgets or reports once passed via their associated legislation.

Other Reports

The author(s) of any other reports (i.e. forum reports, year end reports, special reports) must be provided to the Secretary with the final reports at least twenty-four (24) hours prior to their submission to the Assembly. All reports will be recorded on the website, a paper copy filed in the UWSG office, and an electronic copy emailed to the University administration for their information. The Secretary is responsible for recording any amendments to the reports once passed via their associated legislation.

Applications

Club and grant applications will be kept on file in the UWSG office for a minimum of five (5) years.

Work Orders and Purchase Requests

Copies of work orders and purchase requests with supporting documents will be kept on file in the UWSG office for a minimum of five (5) years.

Section 2: Public Availability

Website

The following documents will be available on the UWSG website for public access: agendas, Assembly meeting minutes, legislation, budgets, financial reports, and other reports, as deemed necessary by the Secretary. Documents should remain easily accessible for at least two years after which they may be moved to an archive.

Paper Files

The following documents will be held as paper files in the UWSG office and available upon request within two weeks: physical copies of budgets, financial reports, other reports, applications, work orders, and purchase requests with supporting documentation. When a file is requested that contains personal contact information or identification numbers, that information should be removed from the

final copy provided to the recipient. For requests more than 10 pages, the requester pays the copy fees. Paper documents should be kept for a minimum of five (5) years after which they may be destroyed.

Closed Meetings

When a UWSG or Assembly meeting is closed to the public (via a two-thirds majority vote) minutes will still be kept, but those minutes will not be made available on the website or via paper copies for a minimum of three years, after which they may be requested.

Reason for Change:

Modified some sections

Fixing grammar

Reformatting structure of Article for simplistic look

Article X: Amendments and Suspension

Section 1: Amendments and Suspension

As enumerated in Article X, Section 2 of the UWSG Constitution, these Bylaws shall be amended by approval of a majority of the Assembly.

Section 2: Suspension Process

Any article, section, or clause of these Bylaws shall be suspended by the approval of a majority of the Assembly.

Reason for Change:

Reformatting structure of Article for simplistic look

Article XI: Dissolution and Re-establishment of the Assembly

Section 1: Grounds for Dissolution of the Assembly

Failure to Obtain One-Quarter of Positions

If the Spring elections fail to fill at least one-quarter of the available seats and if both the President and Treasurer seats are vacant, the University administration may dissolve the Assembly.

Failure to fill President and Treasurer Positions

If the Spring elections fill at least one-quarter of the available seats, but both the President and Treasurer seats are vacant, the Assembly has until the second week of the following Fall semester to appoint either a President or Treasurer (or both). If they fail to appoint either a President or Treasurer, the University administration may dissolve the Assembly.

Second Chance

If either of the above two situations occur as a result of resignations, removals, or recalls, the University administration may dissolve the Assembly. In the second case, the Assembly has three weeks to fill either (or both) the seat of President or Treasurer by appointment or special election.

Section 2: Re-Establishment

Following the dissolution of the Assembly, the University administration has the authority to appoint students to an Election Commission and empower them to hold a special election as soon as possible, preferably within four weeks. The Election Commission must adhere to the UWSG Constitution, Bylaws, and Election Commission Bylaws. The University administration may at no time make direct appointments to the Assembly or alter the UWSG Constitution, Bylaws, or Election Commission Bylaws.

Reason for Change:
Reformatting structure of Article for simplistic look