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## ASWC BYLAWS (2019 Version)

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# BYLAWS

## ARTICLE I: PURPOSE AND METHOD

### A. Purpose

1. The purpose of these Bylaws are to provide a specific and efficient outline of procedure and basic organization in keeping with the general provisions of the ASWC Constitution.

### B. Method

1. All proposed Bylaws may be introduced at any regular meetings of the ASWC Senate (referred to in the rest of this document as “Senate”) or at a special Senate session called for that purpose.
2. Notice of fact that a proposed Bylaws must be given to senators prior to the meetings at which such consideration takes place.
3. Notice of fact that a Bylaw is to be published in the Quaker Campus at least two weeks prior to being voted on by the Senate.
4. The full text of the proposed Bylaws must be made available to all students OrgSync, at least two weeks prior to being voted on by the Senate.
5. Bylaws must be passed by a two-thirds vote of those Senators in attendance at the Senate session, a quorum being present.
6. Bylaws may be amended or rescinded by the same procedures as outlined in parts 1 through 5.
7. The Senate may suspend any rule in its governing documents except the Constitution, if and only if the rule specifically allows for its suspension. Unless otherwise noted, this shall require 2/3 majority.

## ARTICLE II: MEETINGS

Procedure of the ASWC Student Senate will be governed by the following sources, in order of descending precedence: the ASWC Constitution; the ASWC Bylaws; the Standing Rules of the ASWC; Robert's Rules of Order Revised; and general parliamentary procedure.

### A. Chair

1. The Vice President has primary control of the proceedings of the Senate and will act as chair of all weekly Senate sessions. The Chair has two types of functions:
  - a. Obligatory, meaning required and only under his/her power
  - b. Initiatory, meaning to entertain motions and proposals
  
2. Obligatory Powers
  - a. Declare the opening and closing of each session.
  - b. Direct the session discussions.
  - c. Establish time restrictions on discussions.
  - d. Ensure observance of Rule of Procedures.
  - e. Maintain order.
  - f. Announce decisions.
  - g. Differentiate procedural and substantive proposals.
  - h. Call upon speakers to be recognized.
  - i. Make sure that speeches are relevant to the topic and discussion.
  
3. Initiatory Powers
  - a. Limitations on the time allotted to speakers.
  - b. Movement to and from the 'informal discussion' period.
4. In the absence of the chair, the President may designate a chair.

### B. Quorum

1. 2/3 of the voting members will constitute a Quorum. No business can be voted on unless quorum is present.

### C. C. Motions

1. To obtain the floor to speak, the member will wait to be recognized by the chair. Members must wait until the last speaker has finished before signaling to the chair that they would like to speak.
  
2. All comments or motions are to be directed to the Chair.

3. Motions must be seconded by another Senator. If there is no second, the motion fails. A second does not indicate support, but rather affirms the Senators interest in discussing the matter further.

4. After a motion has been seconded, the members may debate the motion or move directly to a vote.

#### D. Procedural Motions and Points

1. Procedural motions are interruptions in the meeting to change or question the conduct of the meetings. To make a motion, the Senator should raise his/her hand, and when recognized by the Chair, state the title of the motion desired.
2. Procedural motions must be seconded by another voting senator in order to be discussed or voted upon.
3. Procedural motions may be adopted without a formal vote, utilizing the consensus procedure 'it seems as though we have reached a consensus.'
4. If objections do exist preventing consensus, procedural motions require a majority vote of Senators present, given a quorum is present.

#### E. Right of Reply

1. Right of reply shall be granted only if there has been an extraordinary comment bearing on the dignity of a Legislator as an individual. Right of Reply is granted at the discretion of the Chair; it may not be debated and may not be appealed.

#### F. Point of Order

1. A Point of Order is an objection to the way in which the Senate is proceeding. It is not debatable and may not be put to a vote. The Chair must rule immediately to the point. The ruling may be appealed and the appeal shall be put to an immediate vote. A majority vote of the voting Senators present is required to overrule the Chair's decisions. A Senator may use this procedure to overrule the Chair only on a specific ruling by that officer. One may not use this motion to bypass or amend the rules or procedure. The decisions of Quorum and Right of Reply may not be appealed.

#### G. Privilege

1. A point of personal privilege is a request concerning the immediate meeting environment. This motion may not be debated or appealed.

#### H. Dilatory

1. Motions, which are blatantly used to create confusion, stall the proceedings, or block the progress of the Senate in its work are subject to a ruling of Dilatory by the Chair. This ruling means that the motion is

considered out of order and as having never been made. A ruling of dilatory by the chair may not be overruled.

I. Personnel Issue

1. In the case of a personnel issue, the session has to be closed by a proposed motion, and 2/3 approval of the Senate.
2. If the personnel issue is in regards of another Senator, this member is required to leave until the meeting is reopened.
3. Once the personnel issue is resolved; the session has to be reopened by a motion and majority vote from the Senate.

J. Adjournment

1. A motion to adjourn is the last motion to be considered by the Senate and terminates its activities' for that particular session. It is in order only after all business for that meeting has been concluded, or when a quorum is not present. Thus, to move for adjournment, the Senate must first complete the business of each agenda item.

### ARTICLE III: AGENDA

A. The following agenda must include;

1. Call to order/Moment of Silence
2. Roll Call
3. President's Message
4. Minutes Amendment/Approval
5. Constituent Reports
6. Committee Reports
7. Public Voice
8. First Readings
9. Daily Calendar Considerations
10. Miscellaneous Business
11. Announcements
12. Adjournment

- B. Items must be submitted to the chair twenty-four hours in advance of the session to be included on that meeting's agenda. At the Chair's discretion a call for additions to the agenda may be given at the beginning of each session. Items can also be added by a 2/3 vote of the Legislators. These added items are added in the Miscellaneous Business Section.

### ARTICLE IV: CONSIDERATION OF LEGISLATION

Legislation will be introduced in the following manner:

- A. A bill may be introduced by any member of the Associated Students of Whittier College. It must be submitted in writing to the Secretary three days before the next session. The Secretary will assign the bill a number, date and a title.
- B. The first reading of the bill will occur at the first session after which it has been submitted.
- C. After the first reading, the Chair may refer the bill to the appropriate committee.
- D. Committees shall report bills to the chair to be placed on the Daily Calendar for second readings. However, the Chair can place a bill on the Calendar without a committee report. The Secretary will publish the reported bill in full to an online platform prior to the meeting.
- E. When a bill is brought up for a second reading, committee amendments are considered first, and then amendments from the floor.
- F. All proposals brought to the Senate are subject to amendment. An amendment is passed by a simple majority, and will be immediately added to a designated place on the proposal. All friendly amendments can be simply added by a making a motion to the chair. A friendly amendment is one that does not change the meaning.
- G. When the second reading is completed, a bill is read for a third time immediately preceding the vote. Second and third readings are by title only.
- H. If the bill passes, it shall be printed, signed by the chair, and a copy sent to the President for signature.
- I. After passage of the bill through the Senate, the President will either sign or veto the bill. The signing of the bill passes it into law and a veto sends it back to the senate. If the President does not sign the bill, it will automatically become a law within three days.
- J. If the bill is vetoed by the President it is automatically placed in the calendar for the next meeting.

## ARTICLE V. VOTING

Voting will be conducted according to the following rules:

- A. All senators, excluding the Executive Cabinet, shall vote. The President may only vote in the case of a tie vote.
- B. A Senator must be present to vote.
- C. Votes may be changed if the request is made before the results are announced.
- D. All motions shall require a 2/3 vote of the Senators voting and present to pass, except where specifically stated otherwise.
- E. The following methods of voting may be used in this descending order:
  - 1. Consensus
  - 2. Voice vote
  - 3. Show of hands
  - 4. Secret ballot

5. Roll call
  6. Any other methods as deemed necessary and appropriate by the Chair.
- F. Senators who abstain from a vote will be considered neither affirmative nor negative but will be recorded as abstentions. No senator will be required to abstain from a vote unless they, as individuals, have direct financial gain from the motion.
  - G. The Chair may obtain approval of a procedural motion without a vote by using consensus.
  - H. Any Senator may request a secret ballot, with the Chair's approval.
  - I. Any Senator may request a roll call vote, with the Chair's approval.
  - J. The Secretary shall make note of the votes as to numbers on each side.
  - K. After the chair has read the bill the third time for a vote, no senator shall interrupt the voting, except on a point of order in connection with the actual conduct of the vote.

#### ARTICLE VI. OFFICE HOURS

- A. The Senate office will have hours of operation per week. Hours are to be determined by the membership.
- B. Each Senator must hold a minimum of 2 hours of office hours per week in the Senate Office.
- C. Office hours must be held in accordance with student union hours of operation.
- D. The remaining 3 hours of office hours for the Legislature and 8 hours for the Executive Cabinet should be filled by involvement hours. The following are acceptable means of fulfilling involvement hours:
  1. Administrative work specifically regarding the Senate
  2. Committee work
  3. Constituent meetings
  4. Organizing of forums
  5. Any other mandatory Senate sessions or obligations with exception of Monday night sessions.
- E. Weekly reports regarding involvement hours are to be submitted in writing to the secretary of the Senate no later than 12:00 p.m Monday afternoons.
- F. Weekly reports will consist of a summary of work done from the previous week including any issues or concerns that have arisen and planning for upcoming programs, events, meetings, etc. These reports can also be done during office hours.
- G. Publication of these guidelines must be placed in the election code.

## ARTICLE VII. COMMITTEES

Committees are the working aspect of the Senate and they are vital in this organization structure. Therefore, the following policies shall be implemented during this semester:

### A. Committee Meetings

1. Each committee shall establish a weekly meeting time, or as often as the Chair deems necessary. This time shall be determined by the members of each committee.
2. Time, day, and location of each committee meeting must be submitted to the Executive Cabinet and shall be posted in the Senate office and the Student Union.

### B. Records

1. Each committee shall keep records of their initiatives, ideas, concerns, progress, etc.
2. The records shall be maintained by the committee chair or a designated committee member assigned by the chair.
3. A weekly committee report shall be submitted to the ASWC Secretary and ASWC Campus Relations Director no later than 6:59 PM Monday evenings on an online platform.

### C. Attendance

1. Each member is granted 3(three) unexcused absences from each assigned committee.
2. If a committee member exceeds the amount of granted absences, they shall have a meeting with the ASWC President and/or the Executive Cabinet. A course of action decided upon by the Executive Cabinet shall be implemented.
3. Records of attendance shall be kept by each committee Chair or by a designated committee member assigned by the chair.
4. Absence records shall be submitted to the ASWC Secretary and ASWC Campus Relations Director along with the weekly report regarding committee involvements on an online platform.

## ARTICLE VIII. CONSTITUENT BODY BUDGETS

### A. General Guidelines for all Constituent Bodies:

1. The funding for these accounts shall come from the ASWC Allocations Account administered by the Senate at the start of each semester.
2. These bodies shall be allowed to maintain a separate account in which undesignated funds from the *first* semester may be rolled over for the *second* semester:
  - a. Any remaining funds in these accounts at the
  - b. end of the academic year shall be returned to the ASWC Senate reserve account:

1. This does not include any money that is a result of fundraising, as any funds that can be proven (i.e. receipts) to have been raised by fundraising events will remain in these accounts.

3. All Constituent Bodies shall be entitled the right to request additional funding from the ASWC Senate at any point during the academic year.

B. Constituent Body Allocations:

1. Program Board:

- a. As determined by the Senate, Program Board shall receive a standard allocation of 47% of the ASWC Allocations Account.
- b. After review, an outline of planned spending for the semester must be presented to the Senate for consideration by the ASWC and made public for the student body to view throughout the year.
  - i. This budget must be presented by the *fourth* Senate meeting of each new semester.
  - ii. Program Board may request additional funding for programs through the regular funding process as outlined in the funding policies.
- c. To be held accountable by the Senate, a designated representative must also present monthly updates to the ASWC Treasurer concerning their account and expenditure history, along with their planned programs.
- d. Any undesignated funds remaining in their general account from the initial budget presented at the start of the semester will be allowed to roll over into the Program Board Reserve Account to be used for the following semester.
- e. Shall be allowed to hold a maximum of \$10,000 at all times in their Reserve Account.
  - i. Should their general account exceed \$10,000 at the end of the second semester, all remaining funds above \$10,000 must be returned to the ASWC Senate Reserve Account.
  - ii. Should Program Board fail to return all undesignated funds exceeding \$10,000 by two weeks after the end of the academic year, the ASWC Senate shall withhold Program Board's budget allocation for the following academic year, until the excess is returned.
  - iii. Program Board funds may not be withheld by the ASWC Senate for any other reason.

2. Media Council:

- a. As determined by the Senate, Media Council shall receive a standard allocation of 47% of the ASWC Allocations Account.
- b. After review, an outline of planned spending for the semester must be presented to the Senate for consideration by the ASWC and made public for the student body to view throughout the year.
  - i. This outline must be presented by the *fourth* Senate meeting of each new semester.
  - ii. Media Council may request additional funding for programs through the regular funding process as outlined in the funding policies.
- c. To be held accountable by the Senate, a designated representative must also present monthly updates to the ASWC Treasurer concerning their account and expenditure history, along with their planned programs.
- d. Any undesignated funds remaining in their general account from the initial budget presented at the start of the semester will be allowed to roll over into the Media Council Reserve Account to be used for the following semester.
- e. Shall be allowed to hold a maximum of \$10,000 at all times in their Reserve Account.
  - i. Should their general account exceed \$10,000 at the end of the second semester, all remaining funds above \$10,000 must be returned to the ASWC Senate Reserve Account.
  - ii. Should Media Council fail to return all undesignated funds exceeding \$10,000 by two weeks after the end of the academic year, the ASWC Senate shall withhold Media Council's budget allocation for the following academic year, until the excess is returned.
  - iii. Media Council funds may not be withheld by the ASWC Senate for any other reason.

### 3. Inter-Club Council (ICC):

- a. As determined by the Senate, the ICC shall receive a standard allocation of 1% of the ASWC Allocations Account.
- b. Shall be required to store all funds in their Constituent Body's General Account.
- c. Shall be required to transfer all unused funds to the ASWC Senate's Reserve Account at the end of the academic year.

### 1. Inter-Society Council (ISC):

- a. As determined by the Senate, the ISC shall receive a standard allocation of 1% of the ASWC Allocations Account.

- b. Shall be required to store all funds in their Constituent Body's general account.
  - c. Required to transfer all unused funds allocated by the ASWC Senate to the ASWC Senate's Reserve Account at the end of the academic year.
  - d. Shall be required to provide a record of member contributions to the ASWC Senate at the end of each academic semester.
  - e. Entitled to those funds received by the members of their Constituent Body, contingent to their ability to show proof of said member funds.
2. Poet Student-Athlete Leadership Academy (PSALA):
  - a. As determined by the Senate, PSALA shall receive a standard allocation of 1% of the ASWC Allocations Account.
  - b. Shall be required to store all funds in their Constituent Body's General Account.
  - c. Shall be required to transfer all unused funds to the ASWC Senate's Reserve Account at the end of the academic year.
3. First-Year Class Council (FCC):
  - a. As determined by the Senate, the FCC shall receive a standard allocation of 1% of the ASWC Allocations Account.
  - b. Shall be required to store all funds in their Constituent Body's General Account.
  - c. Shall be required to transfer all unused funds to the ASWC Senate's Reserve Account at the end of the academic year.
4. Diversity Council:
  - a. As determined by the Senate, the Diversity Council shall receive a standard allocation of 1% of the ASWC Allocations Account.
  - b. Shall be required to store all funds in their Constituent Body's General Account.
  - c. Shall be required to transfer all unused funds to the ASWC Senate's Reserve Account at the end of the academic year.
5. Social Justice Coalition (SJC):
  - a. As determined by the Senate, the SJC shall receive a standard allocation of 1% of the ASWC Allocations Account.
  - b. Shall be required to store all funds in their Constituent Body's General Account.
  - c. Shall be required to transfer all unused funds to the ASWC Senate's Reserve Account at the end of the academic year.

## ARTICLE IX: ATTENDANCE

- A. Each member will be granted 2 (two) excused absences per term. If a member shall exceed this amount, they will be marked as unexcused and thus they will be one step closer to being reviewed by the Senate.
  1. An excused absence will be granted for academic related activities (field trips, speakers, etc.) or medical reasons.
  2. Each member must notify an executive member, preferably the ASWC Secretary of their absence at least 4 days before the Monday Session they will be missing. Exceptions to this rule will be granted depending on certain circumstances (i.e. illness) or at the discretion of the ASWC Secretary.
- B. Each member will be granted 3 (three) unexcused absences per term.
  1. This means that absences will carry over from the previous semester
- C. If a member shall receive a 4<sup>th</sup> (fourth) unexcused absence they will be eligible for removal by the Senate:
  1. Discussion for removal shall occur the following meeting after the 4<sup>th</sup> (fourth) unexcused absence occurs.
  2. This discussion will be closed from the public and the member under discussion will be allowed to state their case.
  3. A member can only be removed with  $\frac{3}{4}$  of the vote, or consensus approval, a quorum being present, as stated in Article IX of the Constitution.
- D. The Secretary shall:
  1. Update the attendance record and post it in the Senate office.
  2. Notify each member of potential removal with each unexcused absence.
  3. Notify member who has exceeded granted amount of absences that a discussion for their removal shall occur at the next session.

APPENDIX I	ASWC Funding Policies
APPENDIX II	ASWC Election Code
APPENDIX III	ASWC Account Protocol
APPENDIX IV	ASWC Code of Ethics

**Revision dates:**

December 1995  
December 1996  
January 1998  
September 1999  
December 2000  
November 2001  
March 2002  
January 2004  
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May 2006  
March 2008  
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