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ASWC Constitution (2020 Version)

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CONSTITUTION OF THE ASSOCIATED STUDENTS OF WHITTIER COLLEGE



Updated November 2019

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PREAMBLE

We, the students of the Whittier College community, recognize and assume the following responsibilities as members of that community:

- A. The responsibility to vote in all elections of the Association;
- B. The responsibility to serve, when called upon, on any and all committees of which the Association actively participates, except for due cause;
- C. The responsibility to abide by all rules and regulations of the Whittier College community.

In order to provide the governing instruments for the conduct of all matters pertaining to the Associated Students, and in order to act as an educational force in the College community, we do hereby establish the following organization:

ARTICLE I: Name

- A. The name of this organization shall be the Associated Students of Whittier College, Inc. (referred to in the rest of this document as “ASWC”).

ARTICLE II: Mission Statement

- A. The ASWC Senate, as the governing body of the Associated Students of Whittier College, is dedicated to the betterment of the College as an institution and as a member of the broader community. The Senate shall assist on-campus clubs and organizations in creating, promoting and implementing dynamic programs and events that involve students and add value to their educational experience. This body will act as an open forum for students to voice their opinions and desires, always keeping the best interests of the ASWC in mind. In all of its actions, the Senate will serve the students first with integrity, dedication, responsibility and humility.

ARTICLE III: Membership

- A. Membership in the ASWC shall be required of all full-time registered undergraduate students.
- B. All ASWC members shall pay an ASWC Student Body Fee.
- C. All ASWC members shall have the right to participate in proceedings of the student government, the ASWC Senate (referred to in the rest of this document as “Senate”, see Article V).

ARTICLE IV: Fees

- A. The ASWC shall be financed by the fees established by the Senate.
- B. All members shall pay an ASWC fee of \$120.00 per semester, 76.5% percent of which will go to the Senate and 23.5% to Media Council. 61% of the student body fees, which are collected every semester, will be allocated to the ASWC General Account and the ASWC Operations Account in the following percentage amounts (71% and 29%, respectively). The remaining 39% of the student body fees are to be distributed to the ASWC Allocations Account.
- C. The fee will be subject to increase based on inflation.
 - 1. The amount of the ASWC fee is subject to change by a three-quarters vote of the voting Senators present, a quorum being present. Any fee change is subject to approval by the College's Board of Trustees.
- D. The ASWC fee shall be collected by the College's Business Office each semester.
- E. ASWC fees shall be administered by the Senate, primarily through the Treasurer and Budget Committee, with supervision from the Director of the OSE or their designee.

ARTICLE V: Nonprofit Corporate Status

- A. The ASWC shall be organized pursuant to the general nonprofit law of the State of California.
- B. The ASWC and Senate shall not contemplate financial gain or profit to the members hereof, and they shall be organized strictly for nonprofit purposes.
- C. An audit will be conducted of all expenditures of the ASWC at the end of each fiscal year, July 1- June 30, by an outside auditor.

ARTICLE VI: Student Government

- A. The ASWC is governed by the Senate. The Senate is a unified body of elected and appointed Senators and Executives working to create a positive and open environment. The Senate's primary charge is to be responsible for the diverse interests, needs, and concerns of the ASWC. In order to achieve these responsibilities, and in accordance with the overall objectives of Whittier College:

1. The Senate will be an approachable body that represents students' rights and concerns and is accountable and responsible to the ASWC for all legislative and executive decisions;
 2. The Senate will foster and maintain open communication between the students, faculty, staff, alumni and the Whittier community at large;
 3. The Senate will allocate funds to support campus organizations, while providing balanced programming for cultural, educational, and social events;
 4. Senators have a personal responsibility to uphold the inherent duties and ideals set forth by the ASWC and the Senate;
 5. Each Senator represents the ASWC and their own constituents;
 6. All powers not belonging to the Senate will remain with the ASWC.
- B. Each individual Senator will uphold the ideals of the students they represent and the College they attend by utilizing the full potential of their abilities toward their duties. The Senators will serve as leaders and role models, establishing a cohesive work environment within the Senate, with emphasis on respect, performance, and accountability.

ARTICLE VII: The ASWC Senate

A. Duties

The Senate shall:

1. Have decision-making powers for the ASWC;
2. Have final authority over the budget and funding allocations of the ASWC;
3. Meet once a week on Mondays at 7p.m., time to be changed by $\frac{3}{4}$ vote or consensus approval, a quorum being present;
4. Establish its own rules of procedures, detailed in the ASWC Bylaws;
5. Create both standing and auxiliary committees;
6. Be composed of two bodies, the Executive Cabinet (see Article VII) and the Legislature (see Article VIII);
7. Be responsible for choosing of the Key to the College Award, Marilyn Veich Award, Miss Margo Latif Memorial Award, the ASWC Uptown Business Award, the Richard B. Harvey Award, and the Senator of the Year Award as described below:
 - a. The recipients must be approved by the Senate;
 - b. The Senate shall not give an award to any Senator;
 - i. An exception shall be made for the Senator of the Year Award;
 - c. *ASWC Uptown Business Award*

- i. “Recognizes a business in the Uptown Association that has contributed to the relationship between students and community to the Whittier College community and its students”
- d. *Key to the College Award*
 - i. “Given to an individual who has shown great support for the ASWC and dedication to all students”
- e. *Marilyn Veich Award*
 - i. “Given to an individual who makes outstanding contributions to Whittier College and is dedicated to improving the lives of its students”
- f. *Miss Margo Latif Memorial Award*
 - i. “Given to a student who exemplifies strong leadership skills, illustrates the values of the college, and has, through their actions and participation in the Whittier College community, enhanced and bettered the institution”
- g. *Richard B. Harvey Award*
 - i. “Recognizes a tenured faculty member who has taught at Whittier College for an extended period of time honoring the recipient’s outstanding leadership in the classroom and/or exemplary administrative service to the College. The Recipient has gone beyond the call of duty and has shown a true belief in Whittier College and its values”
- h. *Senator of the Year Award*
 - i. Given to a Senator who goes above and beyond their expected duties to serve the student body by: promoting collaboration within the Whittier College community, encouraging personal and professional development, and upholding Whittier College’s Quaker values.

B. Senate Sessions

1. A quorum for the transaction of Senate business shall consist of 2/3 of the voting Senators seated. The Secretary shall determine if a quorum is present by a roll call at the beginning of each session, or when there is a question of whether a quorum is present before taking an action.
2. No Senator shall cast more than one vote per action.
3. The president shall vote only in the case of a tie.
4. The Vice-President is the Chair of Senate sessions, but shall not vote.
5. Attendance is mandatory.

6. Three unexcused absences per term by any Senator constitute removal. The Secretary will determine excused absences.
7. All sessions shall be open to the ASWC and the press, except in discussions of personnel issues, or if closed by 2/3 vote or consensus approval of voting Senators present. The closing of a session is to be an exception, not standard procedure.
8. Session procedure as determined by the Senate shall be outlined in the ASWC Bylaws.

C. Committees

1. The Standing Committees of the Senate shall be those committees established by the Senate to ensure the effective functioning of the student government:
 - a. The Administrative Committee:
 - i. Is chaired by the Vice President;
 - ii. Shall consist of at least two Senators;
 - iii. Meets when there is a Constitutional amendment submitted to the Senate, when there is a question concerning the interpretation of the Constitution, prudent administrative matters, or when the chair deems it necessary;
 - iv. Reviews the Constitution, appendices and Bylaws of the Senate;
 - v. Will make interpretations of the ASWC Constitution with the Administrative Advisor;
 - vi. Will review all possible constitutional changes submitted to the Senate before they are formally posted and presented to the body;
 - vii. Performs any other duties as established in the ASWC Bylaws.
 - b. The Budget Committee
 - i. Is chaired by the Treasurer;
 - ii. Shall consist of at least seven Senators
 - iii. Meets weekly to review budget requests;
 - iv. Makes recommendations to the Senate on funding requests;
 - v. Makes decisions on funding requests that do not exceed \$2,500;
 - vi. Makes recommendations to the Senate on funding requests that exceed \$2,500;
 - vii. Processes all monetary transactions; viii. Performs any other duties as established in the ASWC Bylaws.
 - c. The Elections Committee
 - i. Is chaired by the Secretary;
 - ii. Shall have at least two senators and two non-Senate members;

- iii. Is responsible for running all Senate elections;
 - iv. Recommends to the Senate guidelines set forth in the Election Code;
 - v. Performs any other duties as established in the ASWC Bylaws and the Election Code.
- d. The Campus Relations Committee
- i. Is chaired by the Campus Relations Director;
 - ii. Shall have at least two Senators;
 - iii. Is responsible for the maintaining of the Senate display board, the Senate website, and all other electronic mediums under the supervision of the Senate;
 - iv. Work with the President and Elections Committee concerning the publicity of elections;
 - v. Seek candidates to fill vacancies on the Senate and committees as directed by the Senate and the President;
 - vi. Coordinate and facilitate forums and public meetings as deemed necessary by the Senate or the President;
 - vii. Fulfill any other duties in the realm of publicity or public relations as determined by the Senate or the President.
- e. Program Board
- i. Shall be the primary programming group sponsored by the Senate for the ASWC by providing a wide variety of events and programs available to all students;
 - ii. Will be chaired by the Program Board Director (see Article VIII, Section B, 2);
 - iii. Shall have at least two Student Body Representatives;
 - iv. Will be comprised of a group of any and all Whittier College students interested;
 - v. Meets weekly or as determined by the Director (Chair);
 - vi. Will be responsible for planning and managing all traditional and new events as decided upon by Program Board members;
 - vii. Will be funded according to the policies outlined in Article VII, Section A of the Bylaws, and will be held accountable to the Senate;
 - viii. Shall have a budget that will be under the jurisdiction of the ASWC Treasurer;
 - ix. Will be advised by a professional staff member of the Office of Student Engagement.

- f. The Advocacy Committee
 - i. Is chaired by the ASWC President.
 - ii. Shall have at least two Senators;
 - iii. Should strive to include non-Senate members of the ASWC;
 - iv. Is responsible for guiding students through the College's disciplinary process, should the student request it;
 - v. Shall inform students of the College's rules and changes to the rules;
 - vi. Fulfill any other duties to advocate for and protect students' rights as determined by the Senate.

- g. The Environmental Committee
 - i. Is chaired by the Environmental Action Advocate.
 - ii. Should strive to include non-senate members of the ASWC;
 - iii. Will meet weekly or as determined by the Chair.
 - iv. Is responsible for creating and continuing initiatives towards sustainability on campus and off campus.
 - v. Is responsible for managing and making decisions regarding their budget.

- 2. The Auxiliary Committees of the Senate shall be established at the discretion of the Executive Senate Board. They include, but are not limited to:
 - a. Student Feedback Committee
 - b. Culinary Committee
- 3. Non-Senate members may serve on one ad hoc committee created by the President, or one standing committee of the Senate and/or two auxiliary committees.
- 4. The President may create ad hoc committees, as deemed necessary.
- 5. The Senate may create committees as deemed necessary.
- 6. Senators must be assigned to committees at the Senate Retreat.
- 7. Any other duties of the Senate committees shall be described in the ASWC Bylaws.

D. Advisors

1. There shall be at least two advisors to the Senate, one faculty and one administrative advisor.
2. The administrative advisor shall be the Director of the OSE, or their designee.
3. The Faculty Advisor shall be elected/appointed by the Faculty Senate, or their designee.
4. Advisors may speak when recognized by the Chair.
5. Advisors hold no voting rights.

6. The Senate Faculty Advisor shall be allocated a regular stipend, not to exceed seven hundred dollars (\$700) per semester, with the amount determined at the beginning of each semester at the discretion of the Budget Committee.
7. The determined amount shall be taken out of the Operations Account and made payable to the Senate Faculty Advisor.

ARTICLE VIII: The Executive Cabinet

A. Duties

1. The executive power of the Senate shall be vested in an Executive Cabinet, composed of President, Vice President, Campus Relations Director and Secretary elected by the ASWC, and ASWC Treasurer.
2. The President is Chair of all meetings of the Executive Cabinet.
3. The Cabinet is responsible for the daily functions of the Senate.
4. All members of the Executive Cabinet must remain in academic and disciplinary good standing throughout their term in office.
5. All members of the Cabinet must maintain a 2.7 grade point average (GPA) throughout their term in office.
6. The Executive Cabinet must create a categorized estimate of the projected operations budget of the Senate for the upcoming semester.
 - a. estimate must be presented to the body at the third Senate session of each semester.
 - b. This estimate must be posted outside the Senate office and online.
 - c. The estimate must take into consideration, but is not limited to, Student Body Representative Budgets, office supplies, Executive Cabinet expenses, retreats, and catering.
7. The Cabinet must meet once a week prior to Senate sessions or as deemed necessary by the President.
8. All members of the Cabinet must attend the Transition Retreat.
9. All members of the Cabinet must set ten hours a week of office time as defined by Article VI of the Bylaws.

B. Officers

1. The President shall:
 - a. Be elected in a general election of the ASWC;
 - b. Be the chief executive officer (CEO) of the ASWC;

- c. Create, with the Senate, a program of priorities and objectives;
 - d. Call sessions of the Senate, or special sessions, when deemed necessary;
 - e. Appoint the Treasurer and Program Board Director, and Environmental Action Advocate, with Senate approval;
 - f. Make Senate appointments of Senators to Senate committees;
 - g. Establish ad hoc committees, as deemed necessary;
 - h. Be an ex-officio and non-voting member of the Senate, but can vote in case of tie votes;
 - i. Be an ex-officio and non-voting member of all Senate committees;
 - j. Be an ex-officio and non-voting member of all constituent groups represented in the Senate;
 - k. Be responsible for presenting semesterly "State of the ASWC" (ASWC Address) to both Student Body and Board of Trustees which are to be made available online and in the Senate office;
 - l. Chair the Executive Council;
 - m. Organize forums to discuss relevant ASWC issues;
 - n. Be the official liaison to the College's administration;
 - o. Act as the official spokesperson for the ASWC at all College and community functions;
 - p. Possess veto power of Senate legislation, funding, or bills for up to three days from passage. If the bill is not vetoed within three days, it will automatically be considered approved even if not signed, which can be overruled by a 2/3 vote of the Senate;
 - q. Meet weekly with the Administrative Advisor to the Senate;
 - r. Meet monthly with the Dean of Students;
 - s. Meet monthly with the President of the College;
 - t. Chair Senate sessions in the Vice President's absence, or appoint another member of the Senate as Chair of the meeting;
 - u. Perform any other duties as outlined in this Constitution and its Bylaws
2. The Vice President shall:
- a. Be elected in a general election of the ASWC;
 - b. Assume all functions and responsibilities of the President in case of inability to perform the duties of the position, removal, recall, or resignation;
 - c. Chair the weekly Senate sessions;
 - d. Chair the Administrative Committee;
 - e. Make recommendations to the Senate for changes to the current ASWC Constitution, Bylaws and Appendices, when necessary;
 - f. Serve as ex-officio and non-voting member of all Senate committees;

- g. Be a non-voting member of the Senate;
- h. Work to continuously improve the representation between Senators and their constituencies;
- i. Obtain biweekly committee reports from Senators' committee chairs;
- j. Assign scheduled office time to Senators on a semester basis;
- k. Monitor with the ASWC Treasurer the disbursement and use of all funds to the Senators and Executive Cabinet;
- l. Perform any other duties as outlined in this Constitution and its Bylaws.
- m. Plan all retreats for the Senate.

3. The Campus Relations Director shall:

- a. Be elected in the general election of the ASWC;
- b. Be a non-voting member of the Senate;
- c. Serve as Chair of the Campus Relations Committee;
- d. Take independent action to research concerns, problems, or issues relating to the ASWC and provide the Senate with information;
- e. Assist the President in facilitating good relations with the Senate and members of the ASWC;
- f. Manage and update the ASWC website and all other electronic resources of the Senate;
- g. Collect end of year reports from all Senators;
- h. Collect and preserve all Senate related articles released weekly in the media in the Senate office;
- i. Work to promote the body and constituencies of the Senate throughout the ASWC;
- j. Help the President fill all ASWC appointed positions, including Auxiliary Committees and Media Council;
- k. Notify campus publications and the ASWC of Senate proceedings throughout the ASWC;
- l. Assist the President and Senate in coordinating advocacy efforts on behalf of the Senate;
- m. Assist Student Body Representatives with performing duties as outlined by the ASWC Constitution;
- n. Perform any other duties as outlined in this Constitution and its Bylaws.

4. The Secretary shall:

- a. Be elected in a general election of the ASWC;
- b. Keep detailed minutes of all Senate sessions;
- c. Process all actions approved by the Senate;

- d. Post agendas and minutes available online for all students;
 - e. Keep accurate and updated Senate files;
 - f. Compile all agendas, minutes, and actions by Senate at the end of the term;
 - g. Serve as Chair of the Elections Committee;
 - h. Be a non-voting member of the Senate;
 - i. Notify Senators of sessions;
 - j. Take attendance at Senate sessions and determine if a quorum is present;
 - k. Perform other duties as assigned by the President and Senate regarding any other clerical tasks;
 - l. Perform any other duties as outlined in this Constitution and its Bylaws.
5. The ASWC Treasurer shall:
- a. Be elected in the general election of the ASWC via the outlined process in Article II Subsection E of the Election Code;
 - b. Be the chief financial officer (CFO) of the ASWC;
 - c. Keep accurate and updated records of all ASWC accounts;
 - d. Submit weekly financial reports at Senate sessions. The report must include two separate sections: Operations budget of the Senate, which shall include Program Board, and allocated money to clubs and organizations on campus;
 - e. Chair the Budget Committee;
 - f. Request yearly or semester budgets from recognized councils, coalitions, and governing bodies;
 - g. Be responsible for monitoring all officially recognized councils, coalitions, and governing bodies;
 - h. Co-sign all check requests, reimbursements, or any other forms of fund disbursement from ASWC to student organizational accounts regarding Senate funding;
 - i. Set procedures and standards, through the Budget Committee with the assistance of the OSE Office, for all ASWC and organizational accounts;
 - j. Be empowered to freeze ASWC or organizational accounts immediately if questions of impropriety arise. The President must then be notified, and the freeze becomes an immediate agenda item for the next meeting;
 - k. Be a non-voting member of the Senate;
 - l. Perform any other duties as outlined in this Constitution and its Bylaws.

C. Officer Qualifications

1. The President, Vice President, Campus Relations Director, Secretary, and Treasurer shall be full time students with a cumulative GPA of at least 2.7 at the time of nomination.

2. The President, Vice President, Campus Relations Director, Program Board Director, Secretary, and Treasurer must be in good standing as otherwise defined by the College at the time of nomination.
3. The President, Vice President, Campus Relations Director, Program Board Director, Secretary, and Treasurer shall have completed two full-time semesters at Whittier College, and have served one term on the Senate Table.
4. No student is eligible to run or to be appointed for an office for which they will be unable to complete the term of office.
5. Candidates for the offices must adhere to any other standards set forth by the Elections Code.
6. There shall be an appeals process established and made known to prospective candidates. Notice of the appeals process is to be added to the "Candidate Packet."
7. The Elections Committee establishes a "Candidate Packet" of information that must be completed in order to run in an ASWC election.
8. The "Candidate Packet" includes the following;
 - a. Signatures from the student body
 - b. Academic good standing signature
 - c. Disciplinary good standing signature
 - d. Process for Appeals
9. If any piece of information is incomplete at the due date, each candidate with an incomplete packet is told when an appeals board will convene to hear their case, except in cases of academic probation and/or disciplinary good standing.
10. The appeals board shall consist of three people:
 - a. The Faculty Advisor or their designee
 - b. The Administrative Advisor or their designee
 - c. The Secretary of the Senate, who serves as the chair of said board, or any other Senator, appointed by the membership, that is not running in the elections
11. The following are items that may not be appealed:
 - a. Academic probation
 - b. Disciplinary good standing
12. The appeals board shall meet, review, and render a decision within a 4 hour period of receiving that appeal as to give the candidate time to plan their campaign.
13. The appeals process is as follows:
 - a. The Secretary briefs members of case(s) brought before them.
 - b. A meeting is called and participant is notified.
 - c. The board reviews the case and calls participant in for questioning.
 - d. The meeting shall be closed to review all information.

- e. The board renders a decision based on all the information at the time of the review.
 - f. The board notifies the participant in a timely manner.
 - g. The board notifies the Senate at the next Senate session of the board's decision.
14. The appeals board shall make a unanimous decision. The appeals board shall give its decision(s) to the Senate about those candidates that are able to run in the election.

D. Candidates, Elections, and Appointments

1. Candidates may be placed on the ballot by the Elections Committee according to the procedures outlined in the Election Code.
2. The general elections shall be no earlier than the first week of April, and no later than the third week of April.
3. All contested elections shall be declared by plurality. If the election is uncontested, a vote of 50%+1 vote shall be required for the candidate to be declared winner.
4. A consensus or 2/3 majority of the voting body of Senate shall be required for approval of the candidates for the offices of Program Board Director, ASWC Treasurer, and Governing Bodies.
5. If the Elections Committee has not declared a winner(s) by the beginning of the new term of office, the incumbent(s) shall remain in office until a winner is declared.
6. Neither elected nor appointed officials shall hold more than one office at the same time.
7. If there are no candidates for an office, the office will be considered according to the procedures of Article XI.
8. Procedures for campaigning and elections are detailed in the Elections Code.
9. All decisions concerning elections shall be determined by the following, in order of decreasing precedence:
 - a. This Constitution
 - b. The ASWC Bylaws
 - c. ASWC Senate

E. Term of Office

1. Unless otherwise stated, all officers shall be elected/appointed for a one-year term, beginning with the last Senate session of the Spring Term and ending on the last Senate session of the following Spring Term; with the exception of the First-Year

Class Council (FCC) who shall serve after Fall Elections and ending on the same Senate session as stated previously.

2. There shall be a Transition Retreat with the incumbents and newly elected/appointed officials and representatives, which will be held after the start of the Fall Term.
3. There shall be a “Goal Setting” retreat after the conclusion of the “Jan Term”.

F. Officer Stipends

1. Executive member stipends are not to exceed \$2400 nor fall short of \$1900 per semester,
2. The Budget Committee possesses the discretion to recommend, review, and withhold Executive stipends reliant upon the performance of Executive Members,
 - a. Members of the ASWC, including all students and staff, possess the right to initiate Executive Member stipend discussion/stipend reconsideration upon request at a Budget Committee meeting,
 - b. Upon request, the Budget Committee must collect evidence of negligence from the individual raising concern,
 - c. Upon completion of evidence collection, Budget Committee must table stipend discussion until the next Senate meeting in which the table will discuss and propose an alteration to be voted upon by the table with 2/3rds approval;
3. Stipend payments, including amount and date of payment, are to be made available on the ASWC Senate website and posted as part of the budget outside of the Senate Office.

ARTICLE IX: Legislature

A. Duties

1. The Legislature shall consist of all elected and appointed Senators.
2. The Legislature facilitates the flow of information between the Senate and its various constituencies.
3. The Legislature ensures that the concerns of the ASWC receive a fair and impartial hearing.
4. The Legislature promotes programs providing for more effective relationships between the Senate, the faculty, and the administration.
5. All Legislators must attend the Transition Retreat.
6. All Legislators must set five hours a week of office time as defined by Article VI of the Bylaws.

7. The Legislature has the power to override a veto by the President by a $\frac{2}{3}$ vote or consensus approval of the voting representatives present.
8. All members must remain in academic and disciplinary good standing throughout their term in office.
9. All members of the Legislature must maintain a cumulative 2.5 grade point average (GPA) throughout their term in office.
10. All Legislative members must submit proof of academic and disciplinary good standing to the Senate at the time of election, appointment and/or approval.

B. Senators

1. The following are the Senators of the Senate, a total of seventeen:
 - a. Inter-Club Council Senator
 - b. Inter-Society Council Co-Chairs (two)
 - c. Media Council Senator
 - d. Residence Hall Representative
 - e. Commuter Representative
 - f. First-Year Class President
 - g. Diversity Council Senator
 - h. Student Body Representatives (Three)
 - i. Poet Student Athlete Leadership Academy Co-Chairs (one representative of the male sports teams, one representative of the sports female teams)
 - j. Social Justice Coalitions Senator
 - k. Academic Affairs Council Representative
 - l. Environmental Action Advocate
 - m. Program Board Director
2. The Inter-Club Council (ICC) Senator shall:
 - a. Be one person;
 - b. Be chosen by Inter-Club Council according to rules set forth by that constituency and the Senate, and be approved with consensus or $\frac{2}{3}$ approval of the voting Senators present;
 - c. Work with the OSE Office to promote membership in active clubs;
 - d. Be a voting member of the Senate;
 - e. Be a liaison from the Senate to Inter-Club Council.
3. The Inter-Society Council (ISC) Co-Chairs shall:
 - a. Be two people;

- b. Be chosen by ISC according to rules set forth by that constituency and the Senate, and be approved by consensus or 2/3 approval of the voting Senators present;
 - c. Be voting members of the Senate;
 - d. Be liaison from the Senate to ISC.
4. The Media Council Co-Chairs shall:
- a. Be one person;
 - b. Be chosen by Media Council according to rules set forth by that constituency;
 - c. Be advisory members to the Senate without possession of a vote;
 - d. Be a liaison from the Senate to Media Council.
5. The Residential Hall Representative shall:
- a. Be one person;
 - b. Be elected by Residential Hall students or appointed with a 2/3 approval of the voting Senators present;
 - c. Be a voting member of the Senate.
6. The Commuter Senator shall:
- a. Be one person;
 - b. Be an off-campus student;
 - c. Be elected by the off-campus students;
 - d. Be a voting member of the Senate;
 - e. Act as an intermediary between the Senate and off-campus students;
 - f. Be responsible for establishing and chairing an Off-Campus Committee as a standing committee outside the standing committees established by the Senate and ASWC President;
 - g. Be liaisons from the Senate to the Commuter Student Association.
7. The First-Year Class President shall:
- a. Be one person;
 - b. Be an elected member of the First-Year Class;
 - c. Be a voting member of the Senate;
 - d. Schedule all FCC meetings;
 - e. Prepare the agenda for all FCC meetings;
 - f. Preside over all FCC meetings;
 - g. Create, with the FCC, a program of priorities and objectives that will bring the First-Year class closer together;

- h. Be a liaison from the Senate to the First-Year Class and FCC.
8. The Diversity Council Representative shall:
- a. Be one person;
 - b. Be chosen by the Diversity Council according to rules set forth by that constituency and the Senate, and be approved by consensus or $\frac{2}{3}$ approval of the voting members present;
 - c. Be a voting member of the Senate;
 - d. Be a liaison from the Senate to the Diversity Council.
9. The Student Body Representatives shall:
- a. Be three people elected in a general election of the ASWC or appointed by the president or appointment committee;
 - b. Be responsible for holding a forum for student concerns;
 - c. Be a voting member of the Senate;
 - d. Be a liaison between the Senate and the student body;
 - e. Be responsible for organizing at least two (2) forums per semester for the voicing of student concerns;
 - f. Have cohesive weekly meetings that are publicized to the student body;
 - g. Increase the communication lines between the student body and the Senate by posting any publicity that does not include election materials or personal propaganda;
 - h. Perform any other duties as outlined in this Constitution;
 - i. Establish standing class committees to address student concerns on campus.
10. The Non-Traditional Student Experience Representative:
- a. Be one person elected in a general election of the ASWC or appointed by the president or appointment committee;
 - b. Be responsible for representing non-traditional students on campus;
 - c. Be a voting member of the Senate;
 - d. Perform any other duties as outlined in this Constitution;
 - e. Create or maintain a committee responsible for addressing and streamlining the acknowledgement of non-traditional student needs.
11. The Poet Student Athletic Leadership Academy (PSALA) Co-Chairs shall:
- a. Be two people, one representative of male teams and one representative of female teams;

- b. Be chosen by PSALA according to rules set forth by that constituency and the Senate, and be approved by consensus or 2/3 approval of the voting Senators present;
- c. Be voting members of the Senate;
- d. Be liaisons from the Senate to all student athletes.

12. The Social Justice Coalition (SJC) Senator shall:

- a. Be one person;
- b. Be chosen by SJC according to rules set forth by that constituency and the Senate, and be approved with consensus or 2/3 approval of the voting Senators present;
- c. Work with the OSE Office to promote membership in active clubs;
- d. Be a voting member of the Senate;
- e. Be a liaison from the Senate to SJC.

13. The Academic Affairs Council (AAC) Representative shall:

- a. Be one person;
- b. Be chosen by AAC according to rules set forth by that constituency and the Senate, and be approved with consensus or 2/3 approval of the voting Senators present;
- c. Work with the Faculty Senate and Faculty Advisor to address AAC program ideas, concerns, etc.;
- d. Be a voting member of the Senate;
- e. Be a liaison from the Senate to AAC.

14. The Environmental Action Advocate shall:

- a. Be one person;
- b. Be elected in the general election of the ASWC;
- c. Work with Faculty, Administration, and Groundskeeping to address environmentally centric program ideas, concerns, etc.;
- d. Be a voting member of the Senate;
- e. Function as the head of the Environmental Committee;
- f. Be a liaison from the Senate to constituents with environmental concerns.

15. The Program Board Director shall:

- a. Be one person;
- b. Be chosen by Program Board according to rules set forth by that constituency and the Senate;
- c. Be a voting member of the Senate;

- d. Schedule meetings of the Program Board, prepare agendas and preside over meetings;
- e. Be responsible for prioritizing the values of the student body;
- f. Be responsible for all program projections and financial allocations of Program Board;
- g. Appoint executive board members for Program Board and coordinators for each committee;
- h. Be a liaison from the Senate to Program Board.

C. Qualifications

1. All Senators shall be full-time students with at least a cumulative 2.5 grade point average (GPA) at the time of nomination.
2. All Senators must be in good standing as otherwise defined by the College.
3. No student is eligible to run or to be appointed for an office for which they will be unable to complete the term of office.
4. Candidates for Legislative offices must adhere to any other standards set forth by the Elections Code.
5. There shall be an appeals process established and made known to prospective candidates. Notice of the appeals process is to be added to the “candidate packet.”
6. The Elections Committee establishes a “candidate packet” of information that must be completed in order to run in an ASWC election.
7. The “candidate packet” includes the following:
 - a. Signatures from the student body
 - b. Academic good standing signature
 - c. Disciplinary good standing signature
8. If any piece of information is incomplete at the due date, each candidate with an incomplete packet is told when an appeals board will convene to hear their case, except in cases of academic probation and/or disciplinary good standing.
9. The appeals board shall consist of four people:
 - a. The Faculty Advisor or their designee
 - b. The Administrative Advisor or their designee
 - c. The Secretary of the Senate, who serves as the chair of the appeals board, or any other Senator, appointed by the membership, that is not running in the elections
 - d. A non-Senate member serving on the Elections Committee that will not be running in the election who will be recommended by the Secretary and approved the voting members present.
10. The following are items that may not be appealed:
 - a. Academic probation

- b. Disciplinary good standing
11. The appeals board shall meet review and render any decision within a 48-hour period of receiving the appeal as to give the candidate time to plan his/her campaign.
 12. The appeals process is as follows:
 - a. The Secretary briefs members of the case(s) brought before them.
 - b. A meeting is called and participant is notified.
 - c. The board reviews the case and calls participant in for questioning.
 - d. The meeting shall be closed to review all information.
 - e. The board renders a decision based on all the information at the time of the review.
 - f. The board notifies the participant in a timely manner.
 - g. The board notifies the Senate at the next Senate sessions of the Board's decision.
 13. The appeals board shall make a unanimous decision. The appeals board shall give its decision(s) to the Senate about those candidates that are able to run in the election.

D. Candidates, Elections, and Appointments

1. Candidates may be placed on the ballot by the Elections Committee, according to the procedures outlined in the Elections Code.
2. All Executive Council officers shall be elected or appointed for a calendar-year term, beginning on the first day of January Interim and ending on the last day of the Fall semester. All other Senators shall serve an academic-year term beginning on the first day of the Fall semester and ending on the last day of the Spring semester.
3. If the Elections Committee has not declared a winner(s) by the beginning of the new term of office, the incumbent(s) shall remain in office until winners are declared.
4. Neither elected nor appointed officials shall hold more than one office.
5. If there are no candidates for an office, the office will be declared vacant as of the third meeting of the Senate. The office will be filled according to procedures in the Elections Code.
6. All decisions concerning elections shall be determined by the following, in order of decreasing precedence:
 - a. This Constitution
 - b. The ASWC Bylaws
 - c. ASWC Senate
 - d. The Elections Code
7. Procedures for campaigning and elections are detailed in the Elections Code.

ARTICLE X: Removal

- A. Officers elected by the entire student body may be removed from office:
1. By a vote of 2/3 of the voting Senators present; or
 2. By the student body in a recall election (see Article XI)
- B. Officers elected according to this constitution by a specific constituency (for example the Commuter Representative and the First-Year Class President) may be removed from office:
1. By a vote of 2/3 of the voting Senators present; or
 2. By the student body in a recall election (see Article XI); or
 3. By their constituency in a recall election (see Article XI).
- C. Officers appointed by the President may be removed from office:
1. By a vote of 2/3 of the voting Senators present; or
 2. By the President, with the consensus or 2/3 approval of the voting Senators present;
or
 3. By the student body in a recall election (see Article XI).
- D. Officers appointed by other officers (First-Year Class Council) may be removed from office:
1. By a vote of 2/3 of the voting Senators present; or
 2. By the President, with the consensus or 2/3 approval of the voting Senators present;
or
 3. By the officer who appointed them, with the same approval process, if any, which was necessary to appoint them; or
 4. By the student body in a recall election (see Article XI).
- E. Officers appointed or elected under bylaws other than this constitution or the Bylaws may be removed from office:
1. By a vote of 2/3 of the voting Senators present; or
 2. By the procedures set forth in those bylaws and approved by the Senate; or
 3. By the student body in a recall election (see Article XI).

ARTICLE XI: Recall

- A. Recall elections will be supervised by the Elections Committee (except in the special case covered in section G).
- B. A recall election may be called by:
1. A majority vote of the voting members present.

2. Through a petition process described in section C.

C. Petitions and the Petition process

1. The petition must contain on each page a heading which includes the words "Recall Petition," the name of the person whose recall is being sought, and the reasons why the recall is being sought.
2. The petitions are to be submitted to the Dean of Students or their designee who will be responsible for verifying that the conditions of Section 1 above are met, and for counting the number of full time students who have signed the petition.
3. The Dean of Students or their designee will submit to the President of the Student Body and to the chair of the Elections Committee a notice including a copy of the heading (see section 1 of this section) of the petition and the number of full time students who have signed the petition.
4. If the subject of the recall is a Constituency Senator, the Dean of Students or their designee will be responsible for determining that the signatures represent either 15% of the entire student body or 15% of the constituency which the officer subject to recall represents.
5. Under no circumstances will any names of people signing a petition be made known to any member of the student government or its agencies.

D. Recall elections will be held within two weeks of the call. The ballot will contain the words "Recall Election," the name of the person subject to recall and the two choices: "(name) should remain as (position)," and "(name) should be removed as (position)."

E. Participation of at least thirty percent of the full time registered Whittier College student population is needed to consider the vote of a recall election. If a 2/3 count of the above mentioned minimum thirty percent (30%) of students voting vote in favor of a recall, the subject of the recall will be removed from their position in student government. The position will be filled as stated in Article XI.

F. All other details of the procedure shall be described in the Election Code.

G. If it is a member of the Elections Committee who is subject to recall, the process described above will be modified as follows:

1. The notice described in section C, paragraph 3 above will be submitted to the ASWC President and the ASWC Vice President.
2. The President, with the approval of the Legislature, will appoint a Special Elections Committee, which will assume the duties of the (existing) Elections Committee for the purposes of this recall election. The Senate may, at its option, appoint members

from the (existing) Election Committee (except the person subject to recall) to the Special Election Committee.

3. The Special Election Committee will have the same authority and be bound by the same rules as the Elections Committee.
4. All election duties not related to this recall will continue to be handled by the (existing) Elections Committee. The subject of the recall process shall not participate in (existing) Elections Committee business while the recall process is in progress.
5. The process will continue as described in paragraphs A through F above with Special Election Committee taking the role of the (existing) Elections Committee for the recall election.

ARTICLE XII: Vacancies

- A. If the position of President becomes vacant for any reason, the position will be filled by the Vice President, or if that office is vacant, by the Campus Relations Director, or if that office is vacant by the Secretary or, if both offices are vacant, by the method described in section B of this article.
- B. If an elected position other than the President becomes vacant for any reason, the position will be filled by one of the methods below. Which method is to be used will be decided by a majority vote of the Senate.
 1. Election by the student body or, if the position represents a particular constituency, by that constituency.
 2. Appointment by the President, with the consensus or two-thirds (2/3) approval of the voting Senators present.
- C. The Senate may choose to fill the office temporarily while the procedures in section B of this article are being carried out. If so, the President with the $\frac{2}{3}$ approval of the Senate will appoint someone to fill the position until a permanent replacement is chosen.
 1. The temporary office holder is not eligible to run in an election, but is eligible for a permanent appointment.
 2. The temporary office holder has all the rights, duties, and privileges of a permanent holder of that position.
- D. If an appointed position becomes vacant for any reason, a replacement will be appointed by the same procedure by which the position is normally filled.

- E. All Legislators elected by constituencies, appointed by constituencies, or appointed by the President must be named by the new administration, at the time of the Transition Retreat in January.

ARTICLE XIII: Initiatives

- A. Any matter over which a governing body or committee of the ASWC has jurisdiction may be brought to a vote of the student body by an initiative containing ten percent (10%) of the student body's signatures. The Elections Committee will be responsible for holding an election for the purpose of voting on the proposal within two weeks. The decision on the matter will be determined by a majority vote in that election.
- B. Definition of an Initiative:
- a. An initiative is a concern that pertains to larger, ongoing matters that affect the entire student body and/or staff on campus as a whole (i.e. sustainability, ADA compliance).
 - b. An initiative specifically calls for a vote by the student body.
 - c. An initiative contains a description of the presented concern and a feasible course-of-action.
 - d. Administration will work with ASWC Senate to achieve the goals set forth by the initiative.
- C. Initiatives and the Initiative Process:
1. The initiative must contain on each page a heading which includes the word "Initiative" and the full text of the proposal.
 2. The initiative is to be submitted to the Dean of Students or their designee who will be responsible for verifying that the conditions of part A above are met and for counting the number of full time students who have signed the petition.
 3. The Dean of Students or their designee will submit to the ASWC President and to the chair of the Elections Committee a notice including a copy of the heading (see paragraph 1 of this section) of the initiative and the number of full time students who have signed the petition with legible signatures and **ID number**.
 - a. The Dean of Students or their designee maintains full authority to designate whether the presented document is a petition or initiative, and exercises full right to move forward regarding that designation.
 4. Under no circumstances will any names of people signing an initiative be made known to any member of the ASWC.

ARTICLE XIV: Petitions

- A. Any matter over which a governing body or committee of the ASWC has jurisdiction may be brought by the student body to the Senate by a petition containing ten percent (10%) of the student body's signatures.

- B. Definition of a petition:
 - a. A petition is a representation of student opinions on a particular matter that ASWC Senate holds jurisdiction over.
 - b. Petitions regard specific daily calendar considerations, bills, and/or budget requests brought to the ASWC Senate.

- C. The petition and petition process:
 - a. The petition must contain on each page a heading which includes the word "Petition" and a description of the item the petition wishes to address
 - i. If the petition is regarding a bill, the entirety of the bill must be physically attached to the petition.
 - ii. If the petition is regarding a budget request, they must request a print-out of the request from the current Treasurer to attach to the petition.
 - b. The petition is to be submitted to the Dean of Students or their designee who will be responsible for verifying that the conditions of part A and B above are met and for counting the number of full time students who have signed the petition.
 - c. The Dean of Students or their designee will submit to the ASWC President and to the chair of the Elections Committee a notice including a copy of the petition and the number of full time students who have signed the petition with legible signatures and **ID number**.
 - i. The Dean of Students or their designee maintains full authority to designate whether the presented document is a petition or initiative, and exercises full right to move forward regarding that designation.
 - d. Names of people signing a petition shall be made known to members of the ASWC Senate to allow for Senators to check for representation of their constituency.

ARTICLE XV: Bylaws

- A. The Bylaws of the ASWC may be amended by a two-thirds (2/3) vote of the voting Senators present or by a majority vote of the student body in an election called for that purpose.

- B. The Election Code may be amended by a two-thirds (2/3) vote of the voting Senators present, or by a majority vote of the student body in an election called for that purpose.
- C. This Constitution takes precedence over all Bylaws of the ASWC.

ARTICLE XVI: Amendments to the Constitution

- A. This Constitution may be amended by a majority vote of the ASWC in an election called for that purpose; or
- B. This Constitution may be amended by a three-fourths (3/4) vote of the voting Senators present, a quorum being present. Public notice must be given two weeks in advance of a vote on amendments; or
- C. This Constitution may be amended by an Executive Power of the Executive Cabinet.

ARTICLE XVII: Ratification

- A. This Constitution may be ratified by a majority vote of the voting students of the ASWC in an election called for that purpose.

Revision dates:

December 1995
December 1996
January 1998
September 1999
December 2000
November 2001
March 2002
January 2004
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December 2005
May 2006
March 2008
December 2008
March 2009

April 2009
November 2009
May 2014
September 2014
May 2015
September 2017
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April 2018
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March 2019
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