

WWU A.S. Student Senate By-Laws

June, 2008

ARTICLE I Name and Objectives

1.1 Name

The name of the committee shall be the Associated Students Student Senate, hereafter known as the Senate.

1.2 Objectives

The Senate is responsible for increasing student involvement in the Associated Students Board of Directors (ASBOD) decision-making process. The Senate will serve in an advisory role for the ASBOD in that it will provide student input on issues presented to the ASBOD. The Senate will not be limited in the scope of issues it covers, except it will not advise the ASBOD on issues concerning personnel matters relating to any specific individual with the exception of the A.S. Senate Chair (the Chair). The Senate will be encouraged to comment on issues it arrives at originally, as well as issues that are presented to it by other students.

ARTICLE II Membership Qualifications

2.1. Individual Membership

Any student currently enrolled in Western Washington University is eligible for appointment and membership.

2.2. Term of Office

Senators shall serve a term of office from the 1st (first) meeting date following approval from the ASBOD until the end of finals week Spring Quarter. Senators may be appointed during Spring Quarter for the entire year following; but such appointments shall not be more than 1/4 (one-fourth) of the current membership.

2.3 New Members

New members shall be nominated by the Chair and subject to confirmation by the ASBOD.

2.3.1. Any applicant for the Senate must fill out a Senate application and submit it to the AS Personnel Office.

2.3.2. The selection process for Senators will be in consultation with the Senate Advisor and the AS President (or his/her designate).

ARTICLE III Senate Leadership

3.1 Governing Membership of the Student Senate

The Chair and Vice-Chair shall be the governing body of the Student Senate.

3.1.1 The Chair of the Senate shall serve as a non-voting member of the Senate.

3.1.2 The Vice-Chair of the Senate shall serve as a voting member of the Senate.

3.2 A.S. Senate Chair Hiring

The Chair shall be hired in accordance with the A.S. Student Employment policy. The Chair shall be hired by a hiring committee consisting of the following membership:

3.2.1 The Chair Hiring Committee shall be chaired by the current serving Senate Chair.

3.2.2 If an alternate hiring committee chair is needed, it shall be filled by the ASBOD Member designated to the Student Senate, and the A.S. President in that order

3.2.3 The A.S. Senate Chair Hiring Committee shall consist of the following:

3.2.3.a. Two (2) Associated Students employee selected at random by the A.S. Personnel Office

3.2.3.b. Up to 2 (two) current Senators selected by the Senate (non-voting).

3.2.3.c. The Student Senate Advisor (non-voting).

3.3 Chairperson

The Chair may not serve concurrently as a member of the ASBOD. The Chair must be enrolled at WWU at the time of hiring and during the term of office. All other qualifications shall be pursuant to this article (Article 3.3), the A.S. Personnel policy and A.S. Chairperson Job Description.

3.3.1. The duties of the Chair shall be to:

3.3.1.a Convene and chair all meetings of the Senate;

3.3.1.b. Approve all agendas;

3.3.1.c. Serve as official spokesperson for the Senate. In this capacity, the Chair must be able to place the concerns of the students above self-interest;

3.3.1.d. Oversee the affairs of the Committee;

3.3.1.e. Attend and make weekly reports to the ASBOD at its weekly meetings concerning the Senate's position on any issue. If the Chair cannot attend, he/she may appoint another Senator (excluding the designated member of the ASBOD) as their proxy;

3.3.1.f Sign, or delegate to be signed, all contracts and other instruments at the direction of the Senate;

3.3.1.g. Perform all other duties as are incident to the office or required by the ASBOD.

3.3.1.h Maintain a minimum of 5 (five) posted office hours a week.

3.3.1.i Perform all other duties as prescribed by the A.S. Student Senate Chair job description.

3.4 Vice-Chairperson

The Vice-Chair may not serve concurrently as member of the ASBOD. The Vice- Chair must be enrolled at WWU at the time of the election and during the term of office. All other qualifications shall be pursuant to A.S policy of committee appointments.

3.4.1. The duties of the Vice-Chair shall be:

3.4.1.a. In the absence of the Chair, or in the event of her/his inability to act when laws and/or rules dictate it, the Vice-Chair shall perform the duties of the Chair and when so acting, shall have all the powers of and be subject to all the restrictions placed upon the Chair.

3.4.1.b The Vice-Chair shall act as forum coordinator for the Senate.

3.4.1.c. To perform such other duties that may be assigned to him/her by the Chair.

3.5 Election of the Vice-Chair

The Vice-Chair shall be elected by an instant runoff vote of the Senate.

3.5.1 Elections for the Vice Chair shall begin the 3rd (third) meeting of Fall Quarter to take office immediately.

3.5.2 Elections shall be held at any time that there is a vacancy in the position of Vice-Chair. The process shall begin at the next regularly scheduled meeting of the Senate.

3.5.3 Elections shall be a 2 (two) week process. Nominations will be held the 1st (first) week, and remain open until the next meeting. Elections shall be held the 2nd (second) week.

3.5.4 Each Senator may make up to 1 (one) nomination of any seated member of the Senate for each open position.

3.6 Secretary

The Secretary of the Senate is a Student Office Assistant to the ASBOD and shall be provided by the ASBOD.

3.6.1. The duties of the Secretary shall be to:

3.6.1.a. Oversee taking and publication of minutes at Senate meetings,

3.6.2.b. Have responsibility for the organization of all Senate folders,

3.6.3.c. Perform other duties as designated by the Chair.

3.6.2 The Secretary of the Senate is a non-voting member of the Senate.

3.7 Parliamentarian

3.7.1 The Parliamentarian shall be elected by an instant runoff vote of the Senate.

3.7.1.a. Elections for the Parliamentarian shall begin the 3rd (third) meeting of Fall Quarter to take office immediately.

3.7.1.b. Elections shall be held at any time that there is a vacancy in the position of Parliamentarian. The process shall begin at the next regularly scheduled meeting of the Senate.

3.7.1.c. Elections shall be a 2 (two) week process. Nominations will be held the 1st (first) week, and remain open until the next meeting. Elections shall be held the 2nd (second) week.

3.7.1.d. Each Senator may make up to 1 (one) nomination of any seated member of the Senate for each open position.

3.7.2 The duties of the Parliamentarian shall be to:

3.7.2.a. Assist the Chair in maintaining parliamentary order.

3.7.2.b. Serve as an advisor to the Senate in all matters concerning parliamentary procedure.

3.8 Governing Individual's Absence

In the event of the Chair's absence from the Senate, the Vice-Chair will assume the responsibilities of the Chair. If neither the Chair nor Vice-Chair is present, the meeting shall be adjourned.

3.9 Removal of Senate Leadership Positions

3.9.1 The Senate may recommend that the ASBOD remove the Chair with a 2/3 (two-thirds) vote.

3.9.2 Should the Chair resign, she/he can serve as a Senator after resignation.

3.9.3 The Vice-Chair may be removed from his/her position by a 2/3 (two-thirds) vote of the Senate. Such removal shall not affect her/his status as a Senator.

3.9.4 Removal of ASBOD Member designated to the Senate shall be pursuant to Article IV, Section 5 of the ASWWU Bylaws.

3.9.5 The Parliamentarian may be removed from his/her position by a 2/3 (two-thirds) vote of the Senate. Such removal shall not affect her/his status as a Senator.

3.11 Vacancy of the Chairperson

Should the position of Chair become vacant, the Vice-Chair shall temporarily assume the duties of the Chair, until a new Chair is hired, in accordance with the A.S Personnel policy and Article III, Section 3.2 and 3.3 of these By-Laws.

3.11.1. If the positions of the Chair and Vice-Chair shall be vacant concurrently, the ASBOD Member designated to the Senate shall temporarily assume the duties of the Chair, until the Chair and Vice-Chair positions can be filled in accordance with these By-Laws.

ARTICLE IV

Senate Membership

4.1 Designations

The Senate shall consist of the Chair (non-voting), the Vice-Chair (to be chosen from among the seated Senators, voting), 1 (one) member of the ASBOD designated by the ASBOD (Non-voting), Secretary (non-voting), Advisor (non-voting) and Senators (voting).

4.1.1. Total number of Senators shall equal 1 (one) Senator per 1000 students including the following:

- 4.1.1.a. One (1) Senator in their First year at WWU
- 4.1.1.b. One (1) Senator in their Second year at WWU
- 4.1.1.c. One (1) Senator in their Third year at WWU
- 4.1.1.d. One (1) Senator in their Fourth year (and above) at WWU
- 4.1.1.e. One (1) Senator in a Graduate or Post-Baccalaureate Program
- 4.1.1.f. balance of at-large senators

4.1.2. In the event that no one is appointed from 1 (one) of the 5 (five) designated class standings listed above, that position shall remain open until filled.

4.2 Elections/Appointments

Membership of the Senate shall never be determined by an election process. All membership is decided pursuant to Article II, Sections 2.1 and 2.3.

4.3 Student Senator

A Senator may not serve concurrently as member of the ASBOD (the ASBOD member designated to the Senate shall be an ex officio member of the Senate). The student must be currently enrolled at WWU and have the correct class standing for the position to which they are applying. The student must commit time to Senate business outside of regular meetings (approx. 1-2 hours per week). It is recommended, although not required, that the student have a strong interest in Western's community. Also, it is recommended that the student have the ability to communicate accurately and effectively with a variety of audiences and provide a unique perspective to the members of the Senate and the University as a whole.

The duties and responsibilities of the Senator shall be to:

- 4.3.1 Attend all meetings of the Senate (2 missed meetings per quarter are allowed pursuant to the Senate attendance policy);
- 4.3.2 Sit on at least one AS or University committee (pursuant to approval by the ASBOD through the committee appointment process);
- 4.3.3 Be an active participant in all Student Senate meetings;
- 4.3.4 Inform the Senate of activities in the campus community, in the committee(s) on which seated, and other relevant information (Senator Report);
- 4.3.6 Help coordinate events for the Senate;
- 4.3.7 Bring issues to the Senate that are of concern to the students represented;
- 4.3.8 Propose 1 (one) opinion/item per quarter for official consideration and/or discussion;
- 4.3.9 Hold or assist with 1 (one) public forum/information session per year.

4.4 Vacancies

Vacancies in any office arising from any cause may be filled by the appointment process pursuant to Article II, Section 2.3.

4.5 Attendance of Senators

Each Senator shall be allowed 2 (two) absences per quarter.

4.5.1 If a Senator exceeds 2 (two) absences a quarter he/she will be removed unless the Senate takes action to reinstate the Senator.

4.6 Term - Removal

A Senator may be removed from the Senate for violating requirements set forth in the By-Laws. A Senator may be recommended for removal by a 2/3 (two-thirds) vote of the entire Senate. The recommendation will be forwarded to the ASBOD for a vote.

4.7 Quorum

Quorum of the Senate shall consist of a simple majority of the voting membership. If a quorum is not present, the Chair shall adjourn the meeting and reschedule to a new day and hour.

ARTICLE V Summer Senate

5.1 Summer Senate

Summer Senators (appointed pursuant to Article II, Section 2.3) shall be responsible for the affairs of the Senate during the summer, and shall serve as a foundation of the incoming Senate.

5.1.1 The incoming Chair shall serve as the Chair for the Summer Senate.

6.1.1.a. If the incoming Chair is unable to serve during the Summer, then a Summer Senate Chair shall be appointed by the Senate and confirmed by the ASBOD no later than the 9th (ninth) week of Spring Quarter.

5.1.2 Summer Senators shall be selected in the Spring of the current academic year and will be notified before the 8th (eighth) week of Spring Quarter of their appointment to Summer Senate.

6.1.2.a. Any applicant for the Summer Senate must fill out a Senate application and submit it to the Personnel Office to be reviewed by the current and incoming Chairs and approved by the ASBOD.

5.1.3 The Summer Senate shall have the following responsibilities to carry out during its session:

- i. Develop the foundations for the Senate's role and objectives for the coming academic year,
- ii. Recruit members for the incoming Senate via WWU programs like Summer Start and Transitions,
- iii. Plan training and team-building for the Senate in Fall Quarter,
- iv. Take up any issues that may arise in the summer that need Senate attention,

5.1.4 The Summer Senate shall have no more than 5 (five) members, including the Chair.

5.1.5 The meetings of the Summer Senate shall be determined by the Chair and shall take into account the schedules of the Summer Senators and the responsibilities of the Summer Senate.

ARTICLE VI Meetings

6.1 Meetings

The Senate will hold regular weekly meetings or as deemed necessary by the ASBOD. These meetings shall take place on Tuesdays, in consideration of other standing meeting times. Meetings may be called by any member (voting or non-voting) when agreed upon by 25% (twenty-five percent) of the seated voting membership.

6.2 Rescheduling of Meetings

The Senate may alter its meeting times when circumstances dictate. A simple majority shall be necessary to move a meeting. Additionally, the Chair may reschedule a meeting, with the advice of the Vice-Chair and the designated ASBOD Member.

ARTICLE VII Voting

7.1 Voting

In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.

ARTICLE VIII Committees

8.1 Committees

8.1.1 Each Senator shall be appointed to at least 1 (one) committee within the University and Associated Students governance structure, outside of the Senate appointment (pursuant to approval by the ASBOD through the committee appointment process). Senators are responsible for attending all committee meetings and reporting back to the Senate on any items of interest and relevance that were presented, pursuant to Article IV, Section 4.3.

8.1.2 The Committees that the Senate shall monitor shall include, but not be limited to, the following:

8.1.2.a. University Committees/Councils: Academic Coordinating Commission, Committee on Housing and Dining, University Planning Council

8.1.2.b. AS Committees/Councils: Activities Council, Campus Safety Committee, Diversity Task Force, Facilities and Services Council, Legislative and Community Affairs Council, Transportation Advisory Committee, University Services Council

8.1.3 Committee seats reserved for Senators shall be filled by the appointment of the Chair from within the current seated Senate with consultation from the AS Personnel Office.

ARTICLE IX Reportage

9.1 Reportage

The Senate shall report to the ASBOD.

9.2 Referral from the AS Board of Directors

The ASBOD shall, when deemed necessary or proper, refer any matter to the Senate for its consideration. Such referral should occur when the ASBOD wishes to provide for greater student input or allow further time for public comment.

9.3 Formal Recommendations to the AS Board of Directors

The Senate may make Formal Recommendations to ASBOD. A Formal Recommendation will be presented in writing and read at the first meeting of the ASBOD following its passage in the Senate. A simple majority is required to pass a Formal Recommendation.

ARTICLE X Constituency

10.1 Constituency

Each Senator is assigned to the constituency of the general university population and must act accordingly. Any method by which the Senators may become better acquainted with the interests of their constituents is highly recommended.

ARTICLE XI Books and Records

11.1 Records

The Senate shall keep all records of account and minutes of its proceedings; and shall keep, within the offices of the ASBOD, or where the ASBOD deems fit, a record of its membership, giving the names and contact information of all Senators.

ARTICLE XII Amendments

12.1 Amendments

The Senate shall have the power to make, alter, amend, and repeal the Charge and Charter or By-Laws of this committee by an affirmative vote of at least 2/3 (two-thirds) of the Senate and a majority vote of the ASBOD. Notice of proposed amendments shall be provided to the ASBOD no less than 5 (five) days before the meeting at which such amendments are considered.

ARTICLE XIII By-Laws in Force

13.1 By-Laws in Force

These By-Laws shall be authentic in all cases and shall supersede any pre-existing By-Laws.