

**BY-LAWS OF THE ASSOCIATED STUDENTS OF WHITMAN COLLEGE**

**June 4, 2015**

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76 **Article I. Membership**

77 Section One. Rights of Membership

- 78 A. All enrolled students, as defined by Whitman College legislation, who pay the  
79 Student Association fee, shall be members of the Associated Students of Whitman  
80 College (hereafter referred to as ASWC). Membership includes, but is not limited to  
81 the following privileges:  
82 1. Right of participation in the activities of ASWC.  
83 2. Right of representation in ASWC governance via the Executive Council, Senate,  
84 and ASWC Committees.

85 **Article II. Congress**

86 Section One. Composition of ASWC Congress

- 87 A. An Executive Council composed of elected Chairs and an Ombudsperson, an  
88 Executive Director of Communications, Club Director, Oversight Chair, and  
89 Whitman Events Board Chair, who will not vote.  
90 1. Executive Council members who can vote are: elected Chairs and an  
91 Ombudsperson.  
92 2. Executive Council members who cannot vote are: Executive Director of  
93 Communications, Club Director, Oversight Chair, and Whitman Events Board  
94 Chair.  
95 B. The ASWC Senate is composed of members elected by each class.  
96 C. Internal ASWC Committees to include Student Affairs, Finance, and Nominations.

97 Section Two. Duties of ASWC Congress

- 98 A. As the only members of the ASWC Congress to be elected by the entire membership,  
99 the Executive Council is charged with advocating the will of the student body to all  
100 levels of governance within the College.  
101 B. Elected Members of the Executive Council are in control of the direction and agendas  
102 of each of the standing committees.  
103 C. As the only elected deliberative body within ASWC, the Senate is charged with  
104 assembling and advocating for their constituents in all matters before ASWC,  
105 specifically in regard to setting and approving the ASWC budget, considering any  
106 legislative statements concerning ASWC, lobbying on behalf of ASWC, and acting as  
107 ASWC's collective voice.  
108 D. Internal Committees shall be issue-based centers of ASWC to conduct its formal  
109 business.

110 **Article III. The Executive Council**

111 Section One. Composition of the Executive Council

- 112 A. The Executives Officers, who shall also provide leadership in the Senate, shall be the  
113 President, the Student Affairs Chair, the Finance Chair, the Nominations Chair, the  
114 Club Director, the Ombudsperson, the Whitman Events Board Chair, the Executive  
115 Director of Communications, the Oversight Chair, and the optional open position to  
116 be appointed by the President. Only those members directly elected by the student  
117 body may vote in the Executive Council and the Senate.  
118 B. If, for whatever reason, an elected Executive Council Chair (with the exception of the  
119 Oversight Chair) must leave office, it is the responsibility of the Executive Council to  
120 appoint an interim replacement until a permanent replacement can be found.  
121 1. The Executive Council shall nominate a permanent replacement.

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122           2. The incoming Chair shall be confirmed by a majority vote of the Senate.

123 Section Two.       Duties of the Executive Officers

124       A. The President shall:

- 125           1. Preside over meetings of the Senate, except as specified elsewhere in the
- 126           Constitution;
- 127           2. Chair the Executive Council;
- 128           3. Have the ability to vote to break ties in the Senate;
- 129           4. Set the agenda for all Senate and Executive Council meetings;
- 130           5. Have the power to authorize the distribution of ASWC funds;
- 131           6. Have the ability to call Special Senate sessions;
- 132           7. Meet with the President of the College and the Dean of Students to discuss
- 133           student issues;
- 134           8. Pardon excused absences from Senate meetings and Town Halls;
- 135           9. Train all new members in the functioning, powers, and processes of all aspects of
- 136           ASWC;
- 137           10. Sit on the College Curriculum Committee and the President's Committee on
- 138           Student Life, as sanctioned by the Faculty Code;
- 139           11. Hold a Campus Media and/or Programming Summit of all Campus Media
- 140           Organization Chief Officers and/or Programming Directors as needed to facilitate
- 141           communications, and may invite any other relevant ASWC or administration
- 142           officials, or any other individuals or parties deemed relevant;
- 143           12. Appoint, in conjunction with the Executive Council, a third person to serve as a
- 144           non-voting member on the Executive Council;
- 145           13. Serve as the Budget Manager of the ASWC Office;
- 146           14. Create the duties and responsibilities for the Open Position;
- 147           15. Distribute awards;
- 148           16. Sign and Date all by-law changes approved by the Senate; and
- 149           17. Sign and Date all nominations, resolutions, acts, and new club recognitions
- 150           approved by the Senate, or veto any nominations, resolutions, and new club
- 151           recognitions passed by the Senate if he/she questions the Senate's decision;

152       B. The Student Affairs Chair shall:

- 153           1. Vote in the Senate;
- 154           2. Chair the standing student affairs committee;
- 155           3. Sit and vote in the Executive Council;
- 156           4. Sit on the Curriculum Committee;
- 157           5. Plan, execute and chair, in conjunction with the ASWC Club Director and the
- 158           standing student affairs committee, at least one (1) town hall meeting per
- 159           semester;
- 160           6. Maintain attendance and excuse absences of senators for Town Hall; and
- 161           7. Maintain organization of ASWC legislation by assigning the appropriate number.

162       C. The Nominations Chair shall:

- 163           1. Vote in the Senate;
- 164           2. Chair the Nominations committee;
- 165           3. Communicate with and monitor the Campus Media Organizations;
- 166           4. Manage the nominations process for all ASWC appointed positions, except as
- 167           specified elsewhere in the By-laws;

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- 168           5. In collaboration with the Nominations Committee, decide what the committee  
169           rules will be, including committee attendance requirements;
- 170           6. Collaborate with the Senate on the formation of nominations committees;
- 171           7. Collect the governing documents of each Campus Media Organization after they  
172           are made publicly available with the first month of the fall semester and work  
173           with Chief Officers to ensure they are in compliance with Article X, Section Two,  
174           Subsection E of these bylaws; and
- 175           8. Work with the Dean of Faculty and Faculty Chair in order to initiate  
176           student/faculty meetings for College Committees and other committees that  
177           require ASWC nominated and confirmed students and faculty members to make  
178           decisions for Whitman College.
- 179       D. The Finance Chair shall:
- 180           1. Vote in the Senate;
- 181           2. Chair the Finance committee;
- 182           3. In collaboration with the Finance Committee, decide what the committee rules  
183           will be, including committee attendance requirements;
- 184           4. Oversee all monetary transactions under the auspices of ASWC and keep an  
185           accurate account thereof;
- 186           5. Have the power to authorize the distribution of ASWC funds;
- 187           6. Make a report of the financial activities of ASWC each fiscal year to the Senate;
- 188           7. Provide financial statements to any ASWC Organization upon request;
- 189           8. Hold two (2) Budget Manager Training sessions within the first three (3) weeks of  
190           each semester;
- 191           9. Serve on the Budget Committee for the Governing Board of Whitman College;
- 192           10. Serve on the President’s Budget Advisory Committee of Whitman College;
- 193           11. Serve on the Club Sport’s Committee; and
- 194           12. Collaborate with the Senate on the budgeting process.
- 195       E. The Club Director shall:
- 196           1. Oversee all club activity;
- 197           2. Oversee club orientation and club dissolution;
- 198           3. Handle the distribution and collection of all ASWC club administrative forms;
- 199           4. Act as the main point of contact between ASWC clubs and the ASWC Executive  
200           Council and Senate;
- 201           5. Maintain records of all club forms;
- 202           6. Assign senators to ASWC club representatives as liaisons between the senate and  
203           ASWC clubs;
- 204           7. Assist the Student Affairs Committee in the planning and executing of Town  
205           Halls; and
- 206           8. Solicit nominations for Club Advisor of the Year.
- 207       F. The Whitman Events Board Chair shall:
- 208           1. Chair the Whitman Events Board;
- 209           2. Appoint new Whitman Events Board officers in conjunction with the Student  
210           Activities Office;
- 211           3. Coordinate Campus Programs and Activities; and
- 212           4. Solicit student input to influence programming decisions.
- 213       G. The Oversight Chair shall:

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- 214 1. Appoint new Oversight Committee members in consultation with the  
215 Nominations Chair when necessary;
- 216 2. Chair the standing Oversight Committee;
- 217 3. Lead the Oversight Committee in grasping, interpreting, and applying the  
218 constitution and bylaws;
- 219 4. Lead the Oversight Committee in grasping, interpreting, and applying Roberts  
220 Rules of Order;
- 221 5. Lead oversight in the conduct of elections;
- 222 6. Maintain all records of the Oversight Committee;
- 223 7. Initiate investigations when necessary.
- 224 8. Grant excused absences to Oversight members at his or her discretion; and
- 225 9. Ensure at least three (3) Oversight Members are present per Senate meeting.
- 226 H. The Ombudsperson shall:
- 227 1. Vote in the Senate;
- 228 2. Provide the Executive Council, the Senate and other interested members of the  
229 student body with advice and insight based on institutional memory and past  
230 ASWC leadership experience;
- 231 3. Act as a source of information to the Executive Council and Senate by providing  
232 history of congressional procedure and by providing continuity between sessions  
233 of Congress;
- 234 4. Have a strictly advisory role;
- 235 5. Be chosen at the first Senate meeting of each semester as the most senior member  
236 of the Senate determined by the number of semesters they have served as an  
237 elected member of the ASWC senate and/or executive council;
- 238 6. Be confirmed by a two-thirds (2/3) vote of the elected Senate and Executive  
239 Council; and
- 240 7. In the event that there is a tie in the number of semesters of service to ASWC  
241 among the most senior senators, the senator with two-thirds (2/3) majority vote by  
242 the elected senate shall be appointed Ombudsperson.
- 243 i. In the event that an Ombudsperson is not confirmed, the next most senior  
244 senator will be nominated and appointed by a two-thirds (2/3) majority vote.
- 245 I. The Executive Director of Communications shall:
- 246 1. Distribute a copy of the Constitution and By-laws to all Executive Council  
247 members, Senators, salaried employees of ASWC and the ASWC Advisor;
- 248 2. Lead and supervise the Communications Department;
- 249 i. No member in the communication staff shall be allowed to serve in any  
250 elected ASWC position, or serve in any ASWC position directly confirmed by  
251 the Senate.
- 252 3. Take and distribute accurate minutes of all ASWC Senate proceedings and  
253 Executive Council meetings;
- 254 4. Develop and convey ASWC Congress's image and effectively communicate the  
255 business with all members;
- 256 5. Solicit input and feedback;
- 257 6. Maintain and update the Constitution, By-laws, and ASWC website;
- 258 7. Hire directors of the Communications Department; and
- 259 J. The Open Position shall:

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- 260 1. Help realize larger goals for the Executive Council in a manner that either  
261 expands or assists the duties already assigned to ASWC officials as outlined in  
262 these by-laws; and  
263 2. Follow the responsibilities assigned to them by the President.

264 **Article IV. The Senate**

265 Section One. Composition and Duties of the Senate

266 A. Composition of Senate

- 267 1. The Executive Council, Senators and the ASWC Advisor shall constitute the  
268 Senate.  
269 2. Voting Rights for the Senate:  
270 i. All Senators, duly elected have the right to vote.  
271 ii. The Student Affairs Chair, Finance Chair, and Nominations Chair shall have  
272 the right to vote in Senate.  
273 iii. In the case of a tie, the President shall cast the deciding vote.  
274 3. A quorum is present if more than half of those voting members are present.  
275 i. A quorum must be established at the time of a vote for that vote to be binding.  
276 4. Senators are those four (4) individuals elected from each class.  
277 i. Upper Class Delegations are to be elected in the spring for the following  
278 academic year.  
279 ii. First-years are to be elected in the fall they arrive on campus.  
280 iii. The number of Senators assigned to each class may be amended by three-  
281 fourths (3/4) vote of the Senate and shall be in effect at the next General  
282 election for Senators without review from the greater membership of ASWC.  
283 iv. In cases where two students were nominated and elected as a combined ticket  
284 for a single senate seat, such as when one or both of the students plan to study  
285 off campus, the two students must mutually decide in which semester each of  
286 them will serve as a Senator and assume the office's necessary obligations and  
287 privileges when petitioning to be on the ballot.  
288 a. Only one of the students may hold the Senate seat in each semester.

289 B. Duties of Senators

- 290 1. Assemble and advocate for their constituents in all matters before ASWC  
291 including but not limited to:  
292 i. Setting and approving the ASWC budget;  
293 ii. Considering any legislative statements concerning ASWC;  
294 iii. Lobbying on behalf of ASWC Members.  
295 2. Senators are obligated to attend Senate meetings.  
296 i. The Executive Director of Communications shall report any Senator absences  
297 at the beginning of the minutes, which shall be publicized to the student body  
298 after each Senate meeting.  
299 ii. If a Senator accrues more than two excused absences from Senate meetings  
300 per semester, then an investigation by the Oversight Committee will take  
301 place.  
302 a. Excused absences from Senate meetings must be approved by the  
303 President.

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- 304           iii. If a Senator accrues more than one unexcused absence from Senate meetings  
305           per semester, then an investigation by the Oversight Committee will take  
306           place.
- 307           iv. An investigation upon a Senator will take place after two missed meetings,  
308           regardless of any prior investigations conducted on this matter or others.
- 309        3. Senators are obligated to attend Committee meetings in accordance with the rules  
310        set by their respective Chairs.
- 311        4. Senators are obligated to attend all Town Halls.
- 312           i. If a Senator accrues more than two excused absences from Town hall per  
313           semester, then an investigation by the Oversight Committee will take place.
- 314           a. Excused absences from Town Hall meetings must be approved by the  
315           Chair of Student Affairs.
- 316           ii. If a Senator accrues more than one unexcused absence from Town Hall per  
317           semester, then an investigation by the Oversight Committee will take place.
- 318        5. Each Senator shall be assigned a number of ASWC Clubs by the Club Director.
- 319           i. Senators will remain in regular contact with assigned Clubs throughout the  
320           semester.
- 321           ii. Senators will attempt to bring relevant ASWC issues and opportunities to the  
322           groups' attention.
- 323           iii. Senators will work with Clubs to facilitate access to ASWC resources.

324 Section Two.       The Senate's Powers and Responsibilities

- 325        A. ASWC Senate shall meet no fewer than four (4) times a semester when College is in  
326        session, except during Finals weeks.
- 327           1. It shall be the duty of the ASWC President to set the Senate Meeting schedule at  
328           intervals appropriate for committees to complete their work.
- 329           2. Special Senate meetings may be called by the President, on petition of three (3)  
330           members of the Executive Council, or on petition of four (4) Senators.
- 331        B. The Senate is the voice of ASWC and as such has the power to pass resolutions, acts,  
332        and other such legislative statements on behalf of the greater ASWC membership.
- 333           1. It shall be the duty of the ASWC President, with the aid of the Executive Council,  
334           to distribute all legislative statements authorized by the President, calling for  
335           actions by persons or entities outside of the Congress's immediate control.
- 336           2. In the case of legislative statements requiring distribution, the resolution shall  
337           specify the recipients.
- 338           3. Legislative statements should be distributed as soon as it is practical to do so.  
339           Excepting extraordinary circumstances, legislation should be distributed prior to  
340           the next meeting of the Senate or three weeks after its final passage, whichever is  
341           earlier.
- 342           4. The ASWC Office Fund shall be used for all expenses incurred in the distribution  
343           of legislation.
- 344        C. The Senate may override any presidential veto on nominations, resolutions, acts, and  
345        new club recognitions with a two-thirds (2/3) vote after the veto.
- 346           1. If a president makes a veto, discussion on that veto must automatically be  
347           included in the following Senate agenda.



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348 D. The Senate shall make reasonable efforts to publish a detailed agenda of its meetings  
349 in order to give Members time to meet, discuss and potentially prepare a statement for  
350 the Senate.

351 **Article V. Clubs**

352 Section One. Purpose of ASWC Clubs

353 A. ASWC clubs are student-run organizations founded with the purpose of stimulating  
354 and enhancing student life on campus through assembly, events, and supporting  
355 student interests. ASWC Clubs are open to all students who have paid the mandatory  
356 Associated Students of Whitman College fee. Students cannot be denied membership  
357 based on race, sex, age, color, religious beliefs, sexual orientation, physical/mental  
358 handicaps, or other protected classes.

359 Section Two. Duties and Rights of ASWC Clubs

360 A. Clubs shall adhere to the following duties:

- 361 1. Create and maintain a constitution that does not contradict the ASWC  
362 Constitution and Bylaws;
- 363 2. Bear notification of ASWC sponsorship on any and all publications produced by  
364 the club;
- 365 3. Review their club constitution on a biannual basis;
  - 366 i. Any changes must be approved by the ASWC Club Director in conjunction  
367 with the Student Activities Office.
  - 368 ii. Changes will be made available to the Senate.
  - 369 iii. The updated copy will be retained by the ASWC Club Director.
- 370 4. Ensure Club Representatives fulfill their roles as outlined in Article V, Section  
371 Four. Failure to do so will result in the freezing of club accounts and/or  
372 derecognition.
  - 373 i. The ASWC Club Director shall make reasonable efforts to notify the club  
374 leadership when they are being considered for, and throughout the process of  
375 derecognition.
- 376 5. Send the ASWC Club Director and the Whitman Events Board Chair a list of  
377 major upcoming events at least two (2) weeks in advance.

378 B. ASWC-recognized clubs have the rights to:

- 379 1. Protection from discrimination on the basis of any of the protected classes  
380 described in the ASWC Bill of Rights as specified in the ASWC constitution.  
381 (Article VII, Sections One and Two.)
- 382 2. Request funding from the Contingency Fund, The Green Fund, and the Travel and  
383 Student Development Fund.
- 384 3. View the budget allocations of all ASWC-recognized groups upon submitting a  
385 request to the ASWC Finance Chair.
- 386 4. Be kept appraised of the Senate's activities.
  - 387 i. If an item of business before the Senate is deemed specifically pertinent to  
388 clubs, it is the responsibility of the ASWC Club Director to provide this  
389 information to club leaders.
- 390 5. Vote at ASWC Town Hall events.
  - 391 i. Any ASWC member, including club leaders, can request a formal vote on a  
392 matter at an ASWC Town Hall event by submitting a request in writing to the  
393 ASWC Vice President at least seven (7) days before the event.

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- 394 ii. During the voting procedures at the ASWC Town Hall event each club has the
- 395 right to one formal vote.
- 396 iii. It is the responsibility of the ASWC Executive Director of Communications to
- 397 keep record of the vote and share the information with the ASWC Senate in a
- 398 timely manner.
- 399 iv. ASWC Senate is not bound by the outcome of votes held during ASWC Town
- 400 Hall events.
- 401 6. Consult their designated Senator or ASWC Officer on any issue regarding the
- 402 club and/or ASWC proceedings.

## Section Three. Club Recognition Processes

### A. Club Recognition

- 403 1. Any ASWC members may seek recognition for their club by completing the
- 404 following tasks:
- 405 i. File a formal Club Constitution to be kept on file by ASWC.
- 406 ii. Register using a Club Recognition Update Form (RUF) provided by the
- 407 ASWC Club Director.
- 408 2. Upon reviewing the Club Constitution and RUF, the ASWC Club Director, in
- 409 coordination with the Student Activities Office, will issue a recommendation to
- 410 the Senate on the matter of granting ASWC-recognition to the organization.
- 411 i. The Senate may recognize and establish a club by a majority vote.
- 412 3. In the event that a group feels that they have been unjustly denied recognition,
- 413 they have the following recourse available to them:
- 414 i. Request a summary ruling during the Senate session in which they feel the
- 415 improper denial is taking place.
- 416 a. The Oversight Committee shall briefly confer and issue a decision to the
- 417 Senate on whether the denial criterion under discussion constitutes a
- 418 bylaw violation.
- 419 ii. Request a ruling after the Senate session.
- 420 a. The Oversight Committee shall follow standard Oversight protocol for
- 421 investigating complaints and issue a decision to the Senate in the next
- 422 possible session after the conclusion of the investigation.
- 423 iii. Following either ruling, if the Oversight Committee determines that improper
- 424 action was taken, the Senate shall either continue the debate or host a new
- 425 debate in which the improper criterion is barred from discussion or
- 426 consideration.
- 427 a. A new vote on the recognition of the club must be subsequently taken.

### B. Loss of Recognition

- 430 1. Clubs may lose recognition through any of the following processes from the
- 431 office of the Club Director:
- 432 i. A club fails to submit the required RUF by the stated due date;
- 433 ii. A club fails to send one (1) representative to one (1) Town Hall event per
- 434 semester;
- 435 iii. A club's representatives fail to attend the required training sessions; and/or
- 436 iv. Other reasons not outlined in these bylaws at the discretion of the ASWC
- 437 Club Director in consultation with ASWC Executive Council.
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- 439 a. Should the ASWC Club Director choose to derecognize a club, he/she  
440 shall present the derecognition publicly to the ASWC Senate with written  
441 explanation.
- 442 2. Clubs may lose recognition through ASWC Senate:
- 443 i. The Senate may vote to revoke a Club's recognition status by means of a two-  
444 thirds (2/3) vote.
- 445 3. Clubs may lose recognition through the Oversight Committee:
- 446 i. Any student may submit a formal written complaint against a club to the  
447 Oversight Chair who shall establish an investigation in accordance with the  
448 Bylaws.
- 449 ii. Upon completion, the Oversight Committee will present their investigation to  
450 the Senate which will include a recommendation for or against that club's  
451 derecognition.
- 452 4. A club may forgo its ASWC recognition at any time via formal, written  
453 communication with the ASWC Club Director if a majority of the club members  
454 desire to discontinue activity.
- 455 i. The derecognition will be made formal by the ASWC Club Director in  
456 conjunction with the Student Activities Office.
- 457 ii. The derecognition of any club must be presented publicly at the ASWC  
458 Senate.
- 459 5. Procedures upon Derecognition:
- 460 i. All funds from the club's account shall be transferred to the Contingency  
461 Fund.
- 462 ii. A derecognized club may apply for re-recognition after one (1) full semester  
463 following their loss of ASWC recognition.
- 464 a. In exceptional circumstances, the Senate may choose to restore a  
465 derecognized club's status within the one (1) full semester period by a  
466 two-thirds (2/3) vote.
- 467 b. A club that is re-recognized within the one (1) full semester period that it  
468 lost recognition may apply to the Contingency Fund for a budget of no  
469 more than the amount relinquished with derecognition. Further, this action  
470 can only be performed by a majority vote of the Senate.
- 471 C. Service Learning Organization Status
- 472 1. Criteria and Process for Designation is as follows:
- 473 i. The organization must have been an ASWC club for at least two (2) full  
474 academic years.
- 475 ii. The organization must have completed a service project that meets the  
476 following definition:
- 477 a. A project may be considered a service project if it integrates meaningful  
478 community service with instruction and reflection to enrich the learning  
479 experience, teach civic responsibility, and strengthen communities<sup>1</sup>.
- 480 iii. The organization must submit Service Learning Status Application to the  
481 Finance Chair and Club Director. The Finance Chair and Club Director will  
482 confirm the group meets the above criteria, then request that the clubs petition

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<sup>1</sup> <http://servicelearning.mysdhc.org/PDF/What%20is%20Service-Learning%20revised%20pdf.pdf>

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- 483 for Service Learning Status be placed on the agenda for the next Senate  
484 meeting.
- 485 a. The Senate must approve the organization by a majority vote.
- 486 iv. At the point of approval the organization will be officially listed in this section  
487 of the by-laws as a service learning organization.
- 488 a. Whitman Direct Action  
489 b. Campus Climate Challenge  
490 c. Adopt-a-Grandparent  
491 d. Buddy Project  
492 e. College Coaches  
493 f. Mentor Program  
494 g. Service Trips  
495 h. Storytime Project  
496 i. GlobeMed
- 497 Section Four. Club Representatives
- 498 A. Each club is required to have two (2) leadership positions consisting of a Club  
499 President and a Budget Manager.
- 500 1. These leadership positions shall be referenced throughout these Bylaws as the  
501 “Club Representatives.”
- 502 2. Clubs that are associated with or supervised by a non-academic campus  
503 department may forgo one of these positions with formal written approval  
504 annually from both the Club Director and the Student Activities office.
- 505 B. Duties of Club Representatives:
- 506 1. To Club members:
- 507 i. Keep members apprised of relevant ASWC issues;  
508 ii. Manage and maintain accurate records of the club’s ASWC account making  
509 them available upon request; and  
510 iii. Consult with the club to discuss and formalize pertinent opinions on issues  
511 being discussed in ASWC Senate.
- 512 2. To ASWC members:
- 513 i. Ensure attendance of at least one (1) club member at least once (1) a semester  
514 at the regularly held “ASWC Town Hall” event to contribute the club’s  
515 perspective;
- 516 a. Any member may attend on the club’s behalf but no one student can  
517 represent more than one group at any Town Hall.
- 518 b. No elected ASWC official and/or Executive Council member may attend  
519 Town Hall on a club’s behalf due to their obligation as a representative of  
520 ASWC.
- 521 ii. Maintain a complete and accurate list of their club’s belongings throughout  
522 the year.
- 523 3. To Training Sessions:
- 524 i. Both Club Representatives are required to attend the training events held at  
525 the beginning of the fall semester.
- 526 a. Club Presidents are to attend a Club Leader Orientation hosted by the  
527 ASWC Club Director to communicate the processes and requirements of

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- 528 clubs throughout the year, as well as to explain the services that ASWC  
529 can provide.
- 530 b. Budget Managers are to attend Budget Manager Training hosted by the  
531 ASWC Finance Chair to communicate the operation of ASWC accounts  
532 and to explain the financial component of ASWC services.
- 533 c. If a Club Representative cannot make it to their assigned training, they  
534 must individually schedule a meeting with either the Club Director or  
535 Finance Chair to make up the training within thirty (30) days of the last  
536 training date.
- 537 C. The Club Representatives shall be added to the ASWC Clubs listserv by the ASWC  
538 Club Director or the Student Activities Office.
- 539 D. The Club Representatives have the right to contact their ASWC Senator or ASWC  
540 Officer as assigned by the ASWC Club Director at the beginning of each school year.

541 Section Five. The responsibilities of ASWC to clubs

- 542 A. The Senate shall make reasonable efforts to publish a detailed agenda of its meetings  
543 in order to give clubs time to meet, discuss, and potentially prepare a statement to be  
544 presented to the Senate.
- 545 B. The Club Director shall assign at least one Club Representative from each club to a  
546 senator or ASWC officer as appropriate.
- 547 1. The Club Director will attempt to evenly distribute the workload associated with  
548 these assignments.
- 549 2. ASWC Officers will only be assigned a club with their prior approval.
- 550 C. Senators or ASWC Officers will meet with their assigned Club Representatives at the  
551 beginning of each semester.
- 552 D. Senators or ASWC Officers will remain in regular contact with their assigned clubs  
553 throughout the school year, and will keep apprised on club activity through attending  
554 club meetings, reading meeting minutes/summaries, or through meetings with the  
555 Club Representatives or members.
- 556 E. Senators or ASWC Officers will take care to bring relevant ASWC issues and  
557 opportunities to the club's attention in a timely manner.

558 Section Six. Club Funding

- 559 A. It is the right of all ASWC recognized clubs to maintain an ASWC account and  
560 request funding for club purposes from the Contingency Fund, The Green Fund, and  
561 the Travel and Student Development Fund.
- 562 1. The requesting process can be initiated by either of the Club Representatives by  
563 submitting a Contingency Fund, Green Fund or Travel and Student Development  
564 Fund request form provided by the ASWC Finance Chair.
- 565 i. The request will be considered by the ASWC finance committee during an  
566 open session.
- 567 2. Clubs designated as Service Learning Organizations are further permitted to apply  
568 for funding from the Service Learning Organization Fund.
- 569 3. Clubs seeking funding for the following year will submit an annual Budget  
570 Request form provided to the Club Representatives by the ASWC Finance Chair.
- 571 4. Clubs shall not have an account outside of the specified ASWC Account.

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- 572 i. Any ASWC-recognized club that does have an account outside of ASWC  
573 account is in violation of Article VII, Section Five, Subsection D and is  
574 subject to immediate derecognition.

575 **Article VI. Oversight**

576 Section One. The Purpose of Oversight

- 577 A. Each academic year, an Oversight Committee will serve as an unbiased resource to  
578 ASWC through their extensive knowledge of the constitution and its by-laws, run fair  
579 and democratic elections, and evaluate the performance of and grievances against or  
580 related to any salaried, elected or appointed personnel or bodies of ASWC, including  
581 but not limited to Executive Council Officers, Chief Officers of Campus Media  
582 organizations, Senators, College Committee appointees, and the ASWC Advisor.

583 Section Two. Membership and Leadership

- 584 A. The Oversight Committee shall be composed of from four (4) to seven (7) members.  
585 1. No member shall be allowed to serve in any elected ASWC position, serve as a  
586 budget manager, or serve in any ASWC position directly confirmed by the Senate.  
587 B. The Oversight Chair shall be selected internally by the Oversight Committee at the  
588 end of each semester in consultation with the President, Nominations Chair, and the  
589 ASWC Advisor. The chair shall serve for the entire semester except in the case of  
590 resignation or impeachment of the chair in which case a new chair will be promptly  
591 selected.  
592 C. The committee shall select a Vice Chair in addition to the Oversight Chair who shall  
593 fulfill the duties of the chair whenever the chair is absent or unable to complete them.  
594 D. Members of the Oversight Committee shall be nominated by the existing Oversight  
595 Committee members in consultation with the Nominations Chair and President and  
596 confirmed by a majority vote in the ASWC Senate.  
597 1. Members of the Oversight Committee will serve until:  
598 i. They submit a formal notice of resignation.  
599 ii. They are no longer members of the Associated Students of Whitman College.  
600 a. Oversight members who are enrolled in Whitman-approved or sponsored  
601 Off-Campus Study programs shall not be required to resign for the  
602 duration of their program even if they are not technically members of  
603 ASWC while off-campus. Oversight members who study off campus are  
604 considered inactive and are not permitted to participate in the activities of  
605 the committee while off campus.  
606 iii. Impeachment, as outlined in Article VI, Section Six.  
607 2. The Oversight Committee will begin the process of nominating new members  
608 whenever the number of active members is less than four (4). The selection  
609 process shall begin within a reasonable timeframe to preserve the committee's  
610 continuity.  
611 i. A public announcement shall be made and applications made available shortly  
612 after the resignation.  
613 ii. Applications shall be due 10 days after they are made available.  
614 iii. Review of applications shall be performed by the existing Oversight  
615 Committee in consultation with the ASWC advisor or assistant advisor.  
616 iv. Interviews of the applicants may be requested by the existing Oversight  
617 Committee.

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618 v. A decision must be made within a reasonable timeframe of two (2) weeks  
619 after applications are due to ensure continuity of the Oversight Committee.

620 3. If an Oversight Member has resigned, than the remaining members shall share  
621 responsibilities of that resigned member, including attendance at Senate  
622 Committee meetings.

623 E. Training for the Oversight Committee shall be performed by the returning members  
624 of the Oversight Committee and the ASWC advisor.

625 1. This training session may also include: the ASWC President, Ombudsperson, or  
626 any Executive Council officer(s).

627 F. All members of the Oversight Committee shall be compensated as determined by the  
628 Finance Committee

629 Section Three. Meetings

630 A. The Oversight Committee shall meet at least twice every month when the College is  
631 in session.

632 B. Meetings may be closed to the public at the discretion of the Oversight Committee.

633 C. The Chair of the Oversight Committee shall provide notice to all members of ASWC  
634 of the date, time and location of all public meetings of the Committee.

635 Section Four. Duties

636 A. The Oversight Committee shall evaluate the Executive Council, Senate, and Internal  
637 ASWC Committees at the end of each semester with their full compliance.

638 B. The Oversight Committee may evaluate the following entities at the end of each  
639 semester with their full compliance:

640 1. Any organization within ASWC including but not limited to clubs, campus media  
641 organizations, the Whitman Events Board, and ASWC Sound and Lights.

642 2. Any elected, appointed, or salaried officer or employee of ASWC, and the ASWC  
643 Advisor.

644 C. The Oversight Committee shall submit these evaluations at the end of each semester  
645 to Senate and the Executive Director of Communications for the distribution to the  
646 student body.

647 D. The Oversight Committee shall audit the financial records of the ASWC Office Fund  
648 at the end of each semester.

649 1. The Oversight Committee may, as it deems necessary, audit additional financial  
650 records of ASWC accounts.

651 E. The Oversight Committee shall advise the Senate, Internal ASWC Committees and  
652 the Executive Council on the meaning of the By-Laws and Constitution of ASWC.

653 1. The Oversight Committee must confirm that adopted revisions to the By-Laws are  
654 in compliance with the ASWC Constitution before they take effect.

655 2. If the Oversight Committee rules that existing sections of the By-Laws conflict  
656 with the Constitution, those specific sections of the By-Laws shall be void and  
657 subject to revision.

658 3. The Oversight Committee may propose revisions to the By-Laws for Congress to  
659 consider, for the sole purpose of maintaining the constitutional integrity of the  
660 By-Laws.

661 4. The Oversight Committee shall make interpretations to clarify the By-Laws and  
662 Constitution in questions of procedure when called upon by any member of  
663 ASWC.

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- 664           5. The Oversight Committee will make all such rulings and interpretations of By-  
665           Laws available in writing upon request.
- 666       F. Oversight members shall be held to a high standard of attendance.
- 667           1. All Oversight Committee members must attend Senate meetings unless granted an  
668           excused absence by the Oversight Chair.
- 669           i. At least three (3) representatives from the Oversight Committee must be  
670           present at all Senate meetings.
- 671           2. A representative of the Oversight Committee shall be permitted to attend any  
672           meeting of any ASWC body or ASWC sponsored organization.
- 673           3. Members of the Oversight Committee will be assigned to attend meetings of and  
674           serve as non-voting members for each of the Internal ASWC Committees.
- 675           i. At least one (1) representative from the Oversight Committee must be present  
676           at all Internal ASWC Committee meetings.
- 677           ii. The Oversight Chair shall attend meetings of the Executive Council
- 678           iii. Oversight Committee members may also be assigned to ASWC sponsored  
679           organizations rather than a standing committee if all standing committees have  
680           at least one (1) Oversight member.
- 681       G. The Oversight Committee shall investigate all complaints made against any member  
682       of the Executive Council, Senator or employee of ASWC.
- 683       H. The Oversight Committee shall conduct all ASWC Elections according to the rules  
684       and procedures set out in the By-Laws
- 685       I. Each spring following elections, the Oversight Committee shall assign elected upper-  
686       class Senators to Internal ASWC Committees.
- 687           1. The Oversight Committee shall consider the preferences and experiences of the  
688           incoming Senators and the distribution of class within each committee.
- 689           i. The Finance Committee shall have 6 Senators;
- 690           ii. The Student Affairs Committee shall have 8 Senators;
- 691           iii. The Nominations Committee shall have 2 Senators.
- 692           2. The Oversight Committee shall leave a total of 4 seats open for first-year Senators  
693           who will be assigned to committees after they are elected in the fall.
- 694           i. The Oversight Committee will make sure that there is at least one first-year  
695           Senator on both the Finance and Student Affairs Committees.

696       Section Five.       Investigations

697       A. Collecting Complaints

- 698           1. Any ASWC member may submit a complaint to the Oversight Committee  
699           concerning any ASWC entity including but not limited to ASWC Executive  
700           Council, Senate, and Internal ASWC Committees.

701       B. Upon Receiving Complaints

- 702           1. The Oversight Chair shall convene an Oversight Committee meeting to determine  
703           whether an investigation is necessary.
- 704           i. If an investigation is deemed unnecessary, Senate may request a ruling from  
705           the Oversight Committee.
- 706           ii. If an investigation is deemed necessary, Oversight shall conduct an  
707           investigation.



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708 a. If an investigation is deemed necessary, the Oversight Chair shall disclose  
709 the name of the individual(s) and/or group(s) being investigated and the  
710 alleged violation(s) of the bylaw(s) to any ASWC member upon request.

## 711 C. Investigation

### 712 1. Rights:

- 713 i. The Oversight Committee shall have the right to interview any of the  
714 aforementioned parties in relation to an investigation.
- 715 ii. The Oversight Committee shall have access to all information, documentation,  
716 and the like, which is germane to the course of any Oversight Committee  
717 investigation. All such documentation, as well as related findings, shall be  
718 maintained by the Oversight Committee and made available for review by  
719 members of the Student Congress.
- 720 iii. Any person subject to investigation by the Oversight Committee shall have  
721 the right to due process:
  - 722 a. The right to know the specific charges;
  - 723 b. The right to face one's accuser(s);
  - 724 c. The right to appeal any decision of the Oversight Committee to the ASWC  
725 Senate;
  - 726 d. The right to speak before the ASWC Senate;
  - 727 e. The right to call witnesses before the Oversight Committee in defense;
  - 728 f. The right to not to be investigated for the same offense more than once;
  - 729 g. The right to not to be compelled to testify against oneself;
  - 730 h. The right to an impartial investigation;
  - 731 i. The right to a phone interview with the Oversight Committee at the Office  
732 Fund's expense if he/she is abroad or on a leave of absence;
  - 733 j. The right to have a member of ASWC speak on their behalf in all  
734 proceedings; and
  - 735 k. The right to have all record of the investigation destroyed upon their  
736 graduation or permanent leave from Whitman.
- 737 iv. The accused, those bringing forth the charges, or a member of the Oversight  
738 Committee may challenge any member of the Oversight Committee in order  
739 to prevent that member from participating in the investigation.
  - 740 a. The President or Oversight Chair will review the challenge and make a  
741 recommendation to the Senate.
  - 742 b. The challenged member must comply unless he or she obtains a two-thirds  
743 (2/3) vote of the ASWC Senate.
  - 744 c. If an Oversight Committee member is the subject of the investigation, that  
745 member will be removed from actions taken by the Oversight Committee  
746 while completing the investigation process.

### 747 2. Investigation Procedure:

- 748 i. The Oversight Chair shall consult with the ASWC Advisor about the process  
749 of the investigation and shall outline that to both the ASWC Advisor and the  
750 Oversight Committee.

## 751 D. Findings of the Investigation

- 752 1. The findings shall articulate and detail the factual proceedings of the investigation  
753 as a result of the research.

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754 i. Research may include, but is not limited to interviews, documents, emails, and  
755 other information.

756 E. Senate Procedure

757 1. Findings of an investigation shall be presented to the ASWC Senate at a meeting  
758 open and advertised to all members of ASWC. At that meeting:

759 i. The Chair of the Oversight Committee shall present a report to the Senate of  
760 the findings of the investigation and all relevant evidence.

761 ii. ASWC Senate shall then vote to accept the findings of the Oversight  
762 Committee by a two-thirds (2/3) vote.

763 iii. If ASWC Senate does not accept the findings, the Oversight Committee must  
764 revisit the investigation with the recommendations and concerns from the  
765 Senate in mind.

766 a. Investigations may not be revisited more than once.

767 iv. If ASWC Senate does accept the findings, sanctions may be imposed.

768 F. Recommendations & Sanctions

769 1. Sanctions may be imposed by a two-thirds (2/3) vote of the ASWC Senate.

770 Sanctions include:

771 i. Impeachment, as outlined in Article VI, Section Six.

772 ii. Suspension for a specified time or expulsion as a voting member of Congress.

773 iii. Referral to the Judicial Coordinator or the Council on Student Affairs of the  
774 College.

775 iv. Fines.

776 a. Employees or former employees of ASWC may be required to pay a fine  
777 totaling no more than the sum of their pay received from ASWC. The  
778 imposition of fines is distinct from the responsibility to reconcile charges.  
779 These fines may be appealed to the Dean of Students or their appointee.

780 v. Official Censure.

781 vi. Probation.

782 a. A student under probation who commits further violations must be  
783 punished with a sanction other than probation.

784 Section Six. Impeachment

785 A. Any Senator may bring impeachment proceedings against any salaried, elected, or  
786 appointed personnel of ASWC, including, but not limited to, Executive Council  
787 Officers, Chief Officers of Campus Media, Oversight Members Senators, College  
788 Committee Appointees, and the ASWC Advisor.

789 B. The Oversight Committee shall investigate a complaint and upon presentation of their  
790 full report to ASWC Senate may recommend impeachment as a sanction.

791 C. Impeachment proceedings are initiated when a petition bearing the name of the  
792 individual to be impeached, the cause for action, and the signatures of one-fifth (1/5)  
793 of the duly-elected Senators is presented to the Chair of the Oversight Committee. In  
794 the case of impeachment of the Chair of the Oversight Committee, the Senate shall  
795 conduct its own investigation headed by the President of ASWC.

796 D. The Oversight Committee shall make rules for proceedings against the accused  
797 person that ensure the right of all parties to present their case and to receive fair  
798 treatment during the proceedings subject to the provisions governing the Oversight  
799 Committee in the By-laws.

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- 800 1. The Chair of the Oversight Committee shall preside over impeachment  
801 proceedings.
- 802 E. No sooner than one week after the closing of impeachment proceedings, the Senate  
803 shall vote on impeachment. The impeached person shall be removed from office by  
804 3/4 vote of the senate. Any remaining funds allocated to their salary or honorarium  
805 shall be distributed to the contingency fund. The Senate may require an individual  
806 removed from office to repay any money that may have been improperly spent or  
807 disbursed on the authorization of the impeached individual.
- 808 F. By accepting an appointment, nomination, or election to any impeachable office as  
809 defined in subsection (A) above, an individual agrees to be bound by the terms of this  
810 section, including any modifications that may occur prior to presentation of the  
811 Oversight Committee's impeachment investigation report to ASWC Congress for said  
812 individual's case.

813 **Article VII. Finance**

814 Section One. The Purpose of ASWC Funding

- 815 A. ASWC provides funding to its constituent student organizations and individual  
816 members for the co-curricular and extra-curricular enrichment of all ASWC  
817 members. The ASWC Senate is charged with ensuring the just and equitable  
818 distribution of ASWC assets for the betterment of the entire membership. Voting  
819 members are free to develop their own philosophies on how to allocate ASWC  
820 funding and vote accordingly insofar as it is consistent with the bylaws. Receipt of  
821 ASWC funding is a privilege that, if abused, can be revoked by the Senate through  
822 procedures outlined elsewhere in these Bylaws.

823 Section Two. ASWC Fee

- 824 A. The mandatory ASWC fee shall be set by March of each year by the ASWC Finance  
825 Committee, after a thorough investigation into the needs of ASWC in the coming  
826 fiscal year as well as inflationary trends, and approved by a two-thirds (2/3) majority  
827 of the Senate.

828 Section Three. Funds

- 829 A. In the event that the Finance Committee cannot meet to address a time-sensitive  
830 request from any of the below funds, the request may be approved by the voting  
831 members of Executive Council by a unanimous vote.
- 832 B. Contingency Fund
- 833 1. The Contingency allocation shall be purposed specifically for ASWC accounts  
834 that have unanticipated expenses
- 835 i. Any request less than or equal to five hundred dollars (\$500.00) shall require a  
836 majority vote of the Finance Committee for approval.
- 837 ii. Any request greater than five hundred dollars (\$500.00) but less than or equal  
838 to one thousand dollars (\$1,000.00) shall require a majority vote of the  
839 Finance Committee and a majority vote of the Senate.
- 840 iii. Any request greater than one thousand dollars (\$1,000.00) shall require a 2/3  
841 vote of the Finance Committee and a 2/3 vote of the Senate.
- 842 iv. Should a request over 500 dollars (\$500.00) need approval before the next  
843 Senate, the Executive Council shall vote in place of the Senate
- 844 v. The decision of the Finance Committee may be overturned by a 2/3 vote of  
845 the Senate, on appeal.

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- 846           2. An Organization wishing to propose an allocation from the Contingency Fund  
847           must complete and submit a Contingency Request Form to the Finance Chair at  
848           least forty-eight (48) hours prior to the meeting at which the request will be  
849           considered.
- 850           3. The Finance Chair shall notify the Senate of all requests to the Contingency Fund  
851           made before the Finance Committee, and any action taken on those requests.
- 852        C. Green Fund
- 853           1. The purpose and chief goal of the Green Fund shall be to transform student  
854           sustainability policy initiatives into realities that enrich the campus and the greater  
855           Walla Walla area in practice and principle.
- 856           2. The Green Fund shall be allocated by the ASWC Finance Committee each fiscal  
857           year for the aforementioned purpose.
- 858           3. Any ASWC member or entity may request a Green Fund Grant.
- 859           4. The Finance Committee will hear Green Fund requests on a rolling basis.
- 860           5. An ASWC member or entity may request Green Fund grant monies to cover  
861           summer initiative costs. Such a request, however, must be submitted to the  
862           Finance Chair no later than May 1.
- 863           6. The Finance Committee will use the following criteria when judging and  
864           amending requests:
- 865           i. Initiatives should demonstrate the promotion of sustainability.
- 866           ii. Any returns on investment will be immediately returned to the Green Fund.
- 867           iii. Consent of any implicated college entity (e.g. the Physical Plant) is required  
868           prior to review of application.
- 869           iv. Other criteria may include, but is not limited to, the ASWC Travel & Student  
870           Development Fund criteria as set each fiscal year by the Finance Committee.
- 871           7. ASWC members and entities must submit requests to the Finance Chair no later  
872           than one week prior to the committee meeting in which the request is to be heard.  
873           This will ensure that the Chair, Committee, and Sustainability Coordinators have  
874           enough time to organize and offer suggestions/amendments to requests before the  
875           hearing.
- 876           8. Green Fund grants shall follow the same voting procedures as Travel and Student  
877           Development.
- 878        D. Lifecycle Fund
- 879           1. The ASWC Lifecycle Fund shall remain in trust for replacing equipment for  
880           ASWC Sound and Lights, the Whitman Events Board, KWCW, the *Pioneer*,  
881           *quarterlife*, *blue moon*, the ASWC Office, and the *Waiilatpu*.
- 882           2. The ASWC Finance Committee shall make allocation in its budget each fiscal  
883           year of at least 2% of the ASWC operating budget to meet equipment obligation  
884           needs for that year.
- 885           3. Withdrawals from the Lifecycle Fund shall be approved by the Finance Chair in  
886           consultation with the ASWC Advisor.
- 887           i. In the case that the Finance Chair rejects a Lifecycle request, he or she shall  
888           inform the requesting party that they have the option of appealing the decision  
889           to the Finance Committee.

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890 a. In the case of an appeal, the matter shall be brought before the Finance  
891 Committee within ten (10) business days of receiving the request for an  
892 appeal.

893 b. The Finance Committee may overturn the decision of the Finance Chair  
894 by a two-thirds (2/3) majority vote.

895 4. The Lifecycle Fund shall close into itself.

896 i. When the lifecycle fund exceeds the allocated amount for that fiscal year by  
897 \$20,000, the excess monies shall be moved out of the lifecycle fund at the  
898 discretion of the ASWC finance committee, to be approved by two-thirds  
899 (2/3) of the senate.

900 E. Reserve Fund & Endowment

901 1. The ASWC Reserve Endowment shall be invested as a part of the Whitman  
902 College Endowment, and managed by the Whitman College Investment  
903 Committee.

904 2. Three percent (3%) of the three-year rolling, one-year trailing average of the  
905 value of the fund on March 31 of each year shall be withdrawn from the Reserve  
906 Endowment to create the Reserve Fund.

907 3. At the close of each fiscal year, monies remaining in the Reserve Fund shall be  
908 invested as part of the Reserve Endowment in order to build the size of that  
909 endowment.

910 F. Saving Fund

911 1. The ASWC Saving Fund shall be comprised of unused budgeted monies from  
912 ASWC Accounts that are not designated for other purposes as defined in these by-  
913 laws. Unused funds in organization accounts and the Travel and Student  
914 Development Fund not used at the end of the fiscal year shall be transferred to the  
915 Saving Fund.

916 2. The Whitman College Investment Committee shall invest the Saving Fund as part  
917 of the Whitman College Endowment.

918 3. The Saving Fund shall remain in trust until the balance of the Fund exceeds  
919 \$20,000. At that time, the ASWC Finance Committee shall recommend a purpose  
920 for the Saving Fund. The Saving Fund may be used for any purpose, following the  
921 approval by a two-thirds (2/3) vote of the Senate.

922 i. The Saving Fund does not necessarily have to be used when the balance  
923 exceeds \$20,000, but may remain in trust until a higher balance is reached.

924 G. Travel and Student Development Fund

925 1. The Travel and Student Development Fund shall be allocated by the ASWC  
926 Finance Committee each fiscal year for the purpose of funding travel and  
927 development opportunities for students, student organizations, and elected and  
928 salaried employees of ASWC.

929 2. At the end of each fiscal year, whatever balance remaining in the Travel and  
930 Student Development fund shall close into itself.

931 3. Individual organizations may make requests for travel expense reimbursement for  
932 registration, travel, and accommodations costs. Requests shall be weighed by the  
933 Finance Committee during the budgeting process and allocated to the Travel and  
934 Student Development Fund.

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- 935           4. Any request for funds including air travel must be submitted no fewer than six (6)  
936           weeks before the travel date. Requests for travel submitted before the Finance  
937           Committee officially convenes for the academic year may be approved by a  
938           unanimous vote of the voting members of the Executive Council.
- 939           5. Should an unforeseen opportunity for travel or student development arise during  
940           the current fiscal year, funding may be requested during the period starting  
941           September 1 and ending May 1.
- 942           i. An individual or organization may request to use Travel and Student  
943           Development funding to pay for travel and registration costs during the  
944           summer provided that the money be used for transactions that occur before the  
945           last day of classes. Requests for summer travel must be submitted no later  
946           than May 1 with a purchase extension form.
- 947           6. Organizations and individuals wishing to access Travel and Student Development  
948           funding must turn the request form in to the Finance Chair no later than forty-  
949           eight (48) hours before the next Finance Committee meeting.
- 950           7. The Finance Committee shall set criteria for approval of requests at the start of  
951           each year, and shall judge each request and make recommendations accordingly.
- 952           i. Requests less than or equal to five hundred dollars (\$500.00) shall require a  
953           majority vote of the Finance Committee for approval.
- 954           ii. Requests greater than five hundred dollars (\$500.00) but less than or equal to  
955           one thousand dollars (\$1,000.00) shall require a majority vote of the Finance  
956           Committee and a majority vote of the Senate for approval.
- 957           iii. Requests greater than one thousand dollars (\$1,000.00) shall require a  
958           majority vote of the Finance Committee and a two-thirds (2/3) vote of the  
959           Senate for approval.
- 960           iv. In the case that a request greater than \$500 need approval sooner than the next  
961           senate meeting, the Executive Council may vote in place of the Senate. The  
962           request shall require a unanimous vote from the Executive Council.
- 963           v. The Senate may overturn the decision of the Finance Committee regarding  
964           various allocations of the Travel and Student Development fund by a 2/3  
965           majority vote on appeal.
- 966           8. Any ASWC Club, Campus Media Organization or Programming entity that  
967           receives at least 15% of the ASWC budget may not request from the Travel and  
968           Student Development Fund.

969           H. Whitman Events Board Savings Fund

- 970           1. The Whitman Events Board Reserve Fund shall be comprised of unused budgeted  
971           monies from the Whitman Events Board budget.
- 972           2. The monies in the Whitman Events Board Reserve Fund shall be contingency  
973           funds for the purpose of campus programming. The use of the fund shall be at the  
974           discretion of the Whitman Events Board Chair.

975           Section Four.       Uses of Monies

- 976           A. ASWC monies shall be used for co-curricular and extra-curricular expenses.
- 977           B. ASWC monies shall not be used to purchase alcohol or drugs.
- 978           C. ASWC monies shall not be used in cases in which a student's grade or course credit is  
979           at stake.
- 980           D. ASWC monies shall not be used by Academic Departments.

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- 981           1. ASWC monies can be used in collaboration with Academic Departments for  
982           purposes consistent with these by-laws.
- 983       E. ASWC monies shall not be used to purchase items for personal use, except:
- 984           1. The Whitman Events Board and ASWC Communications department may  
985           purchase personal items only for promotional and advertising purposes.
- 986           i. “Personal items” shall have purchasing organization’s logo  
987           ii. “Promotional and advertising” shall be defined as any individual item that is  
988           used by organizations for giveaways, means of identification at events,  
989           professionalism, and organizational autonomy.
- 990           2. All spending on personal items must be pre-approved the Finance Committee  
991           i. If the Finance Committee is unable to meet, the Finance Chair and the  
992           Oversight Chair shall decide unanimously in its place.
- 993       F. ASWC monies shall not be used to pay Whitman College Staff other than the  
994           Administrative Secretary and the Outdoor Rental Shop Manager.
- 995       G. ASWC monies may not be donated to or contributed to organizations outside of  
996           ASWC, including administrative offices at Whitman College except where authorized  
997           by the ASWC Saving Fund.
- 998           1. ASWC monies may be used for fundraising purposes if the principle investment is  
999           repaid to the ASWC account of the organization before funds are donated.
- 1000       H. ASWC monies shall not be spent after May 1 of each fiscal year to allow the Finance  
1001           Chair sufficient time to prepare the year-end reports. Should an organization need to  
1002           make purchases beyond this date, the Finance Chair may grant an extension following  
1003           written request by the organization.
- 1004           1. The Senate may overturn extensions or extension denials by a majority vote on  
1005           appeal.
- 1006           2. Campus Media Organizations and the Whitman Events Board shall be  
1007           automatically exempt from the May 1 deadline.
- 1008       Section Five.       Accounts
- 1009           A. All operating funds belonging to ASWC shall be deposited into the appropriate  
1010           ASWC accounts and the beginning of the fiscal year.
- 1011           B. At the start of each academic year all disbursements from ASWC accounts shall be  
1012           frozen until the organization has filed a valid Recognition Update Form (RUF) with  
1013           ASWC.
- 1014           C. At the end of each fiscal year, organizations with a balance greater than fifty dollars  
1015           (\$50.00) remaining may petition the Finance Committee to retain their balance, with  
1016           the exception of the organizations stated in Part 3 below.
- 1017           1. Organizations wishing to retain their balance shall submit a written request to the  
1018           Finance Committee no later than April 1 of the fiscal year.
- 1019           i. Requests shall indicate the balance remaining and the intended purpose for  
1020           retention of those funds.
- 1021           ii. Requests shall be evaluated by the Finance Committee based upon fiscal  
1022           viability and the requesting organization shall be notified in writing of the  
1023           decision of the Committee.
- 1024           iii. The Finance Committee shall render a decision on proposals at least one (1)  
1025           week prior to the due date for the budget proposals.

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- 1026                   iv. The Senate may overturn the decision of the Finance Committee by a majority  
1027                   vote on appeal.
- 1028                   2. Balances not retained shall be credited to the Saving Fund at the end of each fiscal  
1029                   year.
- 1030                   3. The following organizations shall be exempt from this process: The *Pioneer*,  
1031                   Whitman Events Board, *blue moon*, the Wailatpu, KWCW, ASWC Sound and  
1032                   Lights, *quarterlife*, and the ASWC Office.
- 1033                   i. Balances remaining in these accounts shall be credited to the Lifecycle Fund.  
1034                   ii. Whitman Events Board Budget.
- 1035                   a. Balances remaining in these accounts shall be credited to the Whitman  
1036                   Events Board Reserve Fund.
- 1037                   iii. The ASWC Outdoor Rental Shop.
- 1038                   a. This organization shall always retain its balance to purchase new and  
1039                   replacement equipment in future fiscal years.
- 1040                   iv. The Contingency Account.
- 1041                   a. Balances in these accounts shall be credited to the Reserve Fund.
- 1042                   D. No ASWC affiliated student organization may have a bank account outside of  
1043                   Whitman College.
- 1044                   E. In the case that an organization loses recognition by ASWC, the balance remaining in  
1045                   its account shall be transferred to the Contingency Account,.
- 1046                   F. The Finance Committee shall have the power to audit all ASWC accounts and call  
1047                   members of organizations before it to testify on specific charges made by an  
1048                   organization, or office.
- 1049                   Section Six.        Budget
- 1050                   It shall be the duty of the Finance Chair and the Finance Committee to propose a budget for  
1051                   the following fiscal year to the Senate.
- 1052                   A. Budget applications
- 1053                   1. All recognized organizations and offices desiring an allocation from the ASWC  
1054                   budget, with the exception of the *Pioneer*, shall prepare an application for funds.  
1055                   The *Pioneer* shall prepare a report detailing its intended uses of its entitled budget  
1056                   allocation, detailed elsewhere in these by-laws.
- 1057                   2. The Finance Committee shall establish a timeline for the budget process to begin  
1058                   no later than the first week following Spring Break of each year.
- 1059                   3. Applications shall be due within 15 business days after they are made available.
- 1060                   i. The Finance Chair shall have the authority to grant extensions to  
1061                   organizations that make a written request at least forty-eight (48) hours prior  
1062                   to the application deadline.
- 1063                   4. Advertising by the Finance Committee must be sufficient so that all clubs and  
1064                   organizations are notified of the application due date.
- 1065                   5. No budget shall be approved for any organization or office that fails to meet the  
1066                   criteria for budget proposals set out by the Finance Committee.
- 1067                   6. Any member of ASWC who provides a written request to the Finance Chair may  
1068                   review submitted budget applications.
- 1069                   B. Preliminary budget and budget hearings
- 1070                   1. The Finance Committee shall make a preliminary budget recommendation that  
1071                   shall be published to all members of ASWC.



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- 1072 i. The Finance Committee shall recommend salaries for the members of the  
1073 Executive Council, Senators, members of the Oversight Committee, and  
1074 members of the Standing Nominations Committee to the Senate. These  
1075 salaries shall be disclosed to the public as part of the preliminary budget.  
1076 a. Once approved, salaries take effect the following fiscal year and may not  
1077 be adjusted until the budgeting process for the next fiscal year.
- 1078 ii. The Finance Chair in conjunction with the ASWC Advisor shall set the  
1079 salaries of the ASWC Administrative Assistant and the Outdoor Rental Shop  
1080 Manager. These salaries shall not be publicly disclosed at any point in the  
1081 budgeting process.
- 1082 iii. The Finance Committee shall allocate nine percent (9%) of the operating  
1083 budget to the *Pioneer*.  
1084 a. The *Pioneer* shall be precluded from requesting additional funds during  
1085 the budgeting process, but may request contingency funds during the fiscal  
1086 year in question.
- 1087 iv. No organization shall receive an allocation less than one hundred and fifty  
1088 dollars (\$150.00) in the preliminary or final budget unless otherwise  
1089 articulated in the organization's budget request.
- 1090 v. The Finance Chair shall include a disclaimer that the preliminary budget is  
1091 subject to change before it is approved by Senate.
- 1092 vi. Budgeting requests from the Organic Garden shall be allocated from the  
1093 return on the endowment. The Finance Committee shall recommend the  
1094 amount to be confirmed by the Senate with the approval of the budget.  
1095 a. The Organic Garden shall submit a budget request to the finance  
1096 committee each fiscal year detailing the cost of interns and other need of  
1097 the garden;  
1098 b. The amount allocated shall not reach greater than 50% of the return of the  
1099 endowment, and if the justified need is for more, then the garden may still  
1100 come to contingency account during the year.
- 1101 vii. ASWC shall make only one contribution each fiscal year to club sports. The  
1102 Finance Committee shall recommend the amount to be confirmed by the  
1103 Senate with the approval of the budget.  
1104 a. The Finance Committee will not entertain Contingency or Travel &  
1105 Conference requests on behalf of club sports.  
1106 b. ASWC shall contribute no less than 20% but no more than 75% of the  
1107 college's contribution to club sport's budget. The specific amount shall  
1108 rest at the discretion of the Finance Committee, who may consult with the  
1109 Club Sports Committee
- 1110 2. The Finance Committee shall schedule budget hearings for any member of  
1111 ASWC who wishes to suggest changes to the preliminary budget  
1112 recommendation.
- 1113 3. An amount equal to three percent (3%) of the total operating budget shall be  
1114 retained from the preliminary budget recommendation to be allocated to  
1115 organizations and offices after the budget hearings based on the comments  
1116 expressed during those hearings.

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- 1117 4. Budget hearings shall be open to the public. The Finance Committee maintains  
1118 the right to hold executive session at all other points in the budgeting process,  
1119 including times between budget hearings.
- 1120 5. Drafts of the ASWC budget shall be a matter of public record and shall be  
1121 retained in the records of the Finance Chair for at least five (5) years.
- 1122 C. Final budget
- 1123 1. After the budget hearings are complete, the Finance Committee shall propose a  
1124 budget to the Senate for approval.
- 1125 i. The final budget shall include a list of student volunteer stipends and their  
1126 amounts to be paid from the Honorarium.
- 1127 ii. This budget will include an itemized account of sources of revenue.
- 1128 D. The Finance Committee shall publish this budget to the Associated Students of  
1129 Whitman College, and will notify all organizations and offices in writing whose  
1130 budget have changed since the preliminary budget was published.
- 1131 1. Any changes made to the final budget shall be as line items in the budget. The  
1132 total budget shall not be increased by amendment from the floor.
- 1133 2. The ASWC budget shall be passed by a majority vote of the Senate.
- 1134 i. The final budget shall be published at least seven (7) days prior to this  
1135 meeting of the Senate.
- 1136 Section Seven. Budget Managers
- 1137 A. Designation of Budget Managers
- 1138 1. All ASWC Organizations with an ASWC account shall designate a member to  
1139 serve as that organization's Budget Manager and main point of contact with the  
1140 ASWC Executive Council.
- 1141 2. No individual may serve as the Budget Manager for more than one organization,  
1142 and no salaried or elected official of ASWC may serve as the Budget Manager for  
1143 an account unless explicitly stated in these by-laws.
- 1144 i. The President of the Associated Students of Whitman College shall serve as  
1145 the Budget Manager for the ASWC Office Account.
- 1146 ii. The Chief Officers of Campus Media Organizations and the Whitman Events  
1147 Board Chair shall serve as the Budget Manager for their offices unless  
1148 exempted by a two-thirds (2/3) majority of the Senate.
- 1149 iii. The Outdoor Rental Shop Manager shall serve as the Budget Manager for the  
1150 ASWC Outdoor Rental Shop.
- 1151 B. Financial reporting
- 1152 1. It shall be the right of the Budget Managers to request a detailed account  
1153 statement from the Finance Chair.
- 1154 2. It shall be the duty of the Finance Chair to notify the Budget Manager of the  
1155 club's balance at the end of each semester and to provide notice when the balance  
1156 of the account is at zero.
- 1157 3. The Finance Chair shall provide a detailed account statement of the ASWC Office  
1158 account to the Chair of the Oversight Committee each semester, or upon written  
1159 request.
- 1160 i. The Oversight Committee retains the authority to audit other accounts of  
1161 ASWC, and may request copies of account statements from the Finance Chair.
- 1162 C. Disbursement of funds

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- 1163 1. Purchases over \$500 shall require the advance approval of the ASWC Finance  
1164 Chair.  
1165 i. The ASWC Finance Chair shall approve all requests that are in compliance  
1166 with By-laws, Constitution, and rules of ASWC provided the organization has  
1167 sufficient funds in its account for the charges.  
1168 2. Purchases over \$1,000 shall require the advance approval of the ASWC Advisor.  
1169 i. The ASWC Advisor shall approve all requests that are in compliance with By-  
1170 laws, Constitution, and rules of ASWC provided the organization has  
1171 sufficient funds in its account for the charges.  
1172 3. The Finance Chair shall have the authority to create reasonable rules to govern the  
1173 financial operations of ASWC. These rules shall take effect upon approval by a  
1174 majority vote of the Finance Committee, the Senate retains the right to modify  
1175 these rules, pursuant to Article II, Section Five, Part A.  
1176 4. The Finance Chair shall sign all disbursements, vendor payments, purchase  
1177 orders, time sheets, voucher slips, and contracts which have been authorized by  
1178 the Budget Manager of the requesting organization and are not in violation of  
1179 these By-laws or the Constitution of ASWC.  
1180 i. In the case that the Finance Chair refuses to sign any of the aforementioned  
1181 items, he or she shall inform the Budget Manager of the requesting account,  
1182 the Finance Committee and the Senate that the Budget Manager has the option  
1183 of appealing the decision to the Senate.  
1184 a. In the case of appeal, the matter shall be brought before the Senate, who  
1185 may overturn the decision of the Finance Chair by a two-thirds (2/3)  
1186 majority vote.  
1187 ii. In the event of an extended absence of the Finance Chair, the President may  
1188 sign in place of the Finance Chair.  
1189 iii. In the event of extended absence of the Finance Chair and the President, the  
1190 ASWC Advisor and Administrative Assistant may sign in their place.  
1191 5. If the Finance Chair finds a Budget Manager to have been involved in facilitating  
1192 the fraudulent use or embezzlement of ASWC funds, the account shall be  
1193 immediately frozen and the matter shall be referred to the Dean of Students'  
1194 office. It shall be at the discretion of the Finance Chair to unfreeze the account.  
1195 D. Inventory  
1196 1. Non-consumable items purchased by ASWC organizations shall become part of  
1197 the ASWC Inventory.  
1198 2. The ASWC Director shall keep an accurate record of all items in the ASWC  
1199 Inventory.  
1200 3. All organizations shall, upon written request from the Finance Chair, surrender  
1201 inventoried items to the Finance Chair for storage and inventory control.  
1202 i. An organization failing to surrender requested inventory to the Finance Chair  
1203 shall lose recognition, and the cost of that inventory shall be the responsibility  
1204 of the Budget Manager for the organization or office.  
1205 E. Overdraft of accounts  
1206 1. In the event of outstanding receipts following the depletion of an account, the  
1207 Budget Manager for that account shall be held responsible for reconciling the

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1208 charges at the end of the fiscal year or at the end of his or her tenure as Budget  
1209 Manager, whichever is sooner.

1210 F. Budget Manager training

- 1211 1. The Finance Chair shall be responsible for holding two (2) Budget Manager  
1212 training sessions during the first three (3) weeks of each semester.  
1213 i. Additional individual training sessions shall be conducted for individuals  
1214 unable to attend the scheduled sessions and for any individual who becomes a  
1215 Budget Manager after the scheduled training sessions have occurred.  
1216 2. Budget Manager Training certifies an individual for the fiscal year in which (s)he  
1217 is trained only.  
1218 3. The training session shall include a detailed discussion of this Article of these By-  
1219 laws, an explanation of the Finance Rules and Procedures for conducting  
1220 business, and any other business deemed germane by the Finance Chair.

1221 Section Eight. Administrative Assistant

- 1222 A. It shall be at the discretion of the Executive Council to maintain a part-time employee  
1223 to serve as an Administrative Assistant for the ASWC Office.  
1224 B. He or she shall be responsible for maintaining an accurate ledger of ASWC accounts  
1225 and performing office services as requested by the Executive Council.  
1226 C. The Finance Chair shall be the direct supervisor of the Administrative Assistant as  
1227 pertains to ASWC matters. The ASWC Advisor shall be the direct supervisor of the  
1228 Administrative Assistant as pertains to all other matters.  
1229 D. Each Spring Semester, before the budget process begins, the Finance Chair in  
1230 conjunction with the ASWC Advisor shall perform a salary review and performance  
1231 evaluation. One copy shall be given to the employee, one copy shall be placed in the  
1232 records of the ASWC Finance Chair, and one copy shall be placed in the records of  
1233 the ASWC Advisor. Such reports are strictly confidential.  
1234 1. Other evaluations may occur at the request of the employee or the Executive  
1235 Council.

1236 Section Nine. Service Learning Organizations

- 1237 A. Criteria and Process for Designation is as follows:  
1238 1. The organization must have been an ASWC club for at least two (2) full academic  
1239 years.  
1240 2. The organization must have completed a service project that meets the following  
1241 definition:  
1242 i. A project may be considered a service project if it integrates meaningful  
1243 community service with instruction and reflection to enrich the learning  
1244 experience, teach civic responsibility, and strengthen communities<sup>2</sup>.  
1245 3. The organization must submit Service Learning Status Application to the Finance  
1246 Chair and Club Director. The Finance Chair and Club Director will confirm the  
1247 group meets the above criteria, then request that the clubs petition for Service  
1248 Learning Status be placed on the agenda for the next Senate meeting.  
1249 4. The Senate must approve the organization by a majority vote.  
1250 5. At the point of approval the organization will be officially listed in this section of  
1251 the by-laws as a service learning organization:

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<sup>2</sup> <http://servicelearning.mysdhc.org/PDF/What%20is%20Service-Learning%20revised%20pdf.pdf>

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- 1252 i. Whitman Direct Action
- 1253 ii. Campus Climate Challenge
- 1254 iii. Adopt-a-Grandparent
- 1255 iv. Buddy Project
- 1256 v. College Coaches
- 1257 vi. Mentor Program
- 1258 vii. Service Trips
- 1259 viii. Storytime Project
- 1260 ix. GlobeMed
- 1261 B. Rules governing the finances of service-learning organizations:
- 1262 1. Service-learning organizations' ASWC accounts will roll over automatically each
- 1263 fiscal year. If a service-learning organization goes inactive as deemed by the
- 1264 Club Director then the Finance Chair shall reclaim any remaining funds.
- 1265 2. Summer spending is allowed for service-learning organizations and planned for
- 1266 with the organization's designated budget representative and the Finance Chair.
- 1267 i. Should neither the ASWC Finance Chair nor ASWC President be on campus
- 1268 for Service Learning summer reimbursements, the reimbursement will be
- 1269 handled by the ASWC Advisor or Administrative Assistant
- 1270 3. Service-Learning Organizations will be able to spend their ASWC monies in the
- 1271 completion of projects on unplanned and emergency expenses and food on trips.
- 1272 Approval of the Finance Chair is still needed for reimbursement, and the Chair
- 1273 may choose not to reimburse spending deemed as personal use, outside the
- 1274 purview of the project, or excessive or unneeded to project completion.
- 1275 4. A detailed summary must be presented to the Finance Committee by service-
- 1276 learning organizations before beginning each project.
- 1277 C. Unless made exception for by the by-laws contained in this section, service-learning
- 1278 organizations are subject to the same by-laws and standards of all other ASWC clubs.
- 1279 D. In order for a club to maintain the status and privileges as being a Service Learning
- 1280 Organization, the club must perform the following annual duties:
- 1281 1. Engage students in the service learning project planning process;
- 1282 2. Plan and execute at least one (1) service learning project each academic year; and
- 1283 3. Inform the Club Director of each service learning project completed

## 1284 **Article VIII. Student Affairs Committee**

### 1285 Section One. The Purpose of Student Advocacy

- 1286 A. The Student Affairs Committee is the liaison between the students and the faculty on
- 1287 issues of policy and on issues that arise on campus that have been brought to the
- 1288 Senator's or EC member's attention.

### 1289 Section Two. Legislation

- 1290 A. The Student Affairs Committee shall be responsible for drafting and reviewing
- 1291 measures pertaining to College policy and other matters affecting ASWC members.
- 1292 1. These shall be, but are not limited to, Resolutions, Acts, Bylaw Changes, and
- 1293 Constitutional changes.
- 1294 2. Such measures all need to be reviewed by the Student Affairs Committee before
- 1295 they are presented to Senate.
- 1296 B. All legislative bills need to receive an ASWC number from the Student Affairs Chair.

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1297 1. All legislative bills also need a sponsor from within the current Senate or  
1298 Executive Council before they can be presented to the Student Affairs Committee.  
1299 Current Senators or Executive Council members may sponsor their own  
1300 legislative bills.

1301 i. The Student Affairs Committee shall lobby the College Administration in  
1302 support of the interests of ASWC members.

1303 C. Voting Procedures:

1304 1. Resolutions shall be passed by the Student Affairs Committee and the Senate by a  
1305 majority vote.

1306 2. By-Law Changes shall be passed by the Student Affairs Committee and the  
1307 Senate by a two-thirds (2/3) vote.

1308 3. Acts shall be passed by the Students Affairs Committee and the Senate by a  
1309 majority vote.

1310 4. Constitutional Changes shall be passed by the Student Affairs Committee by a  
1311 two-thirds (2/3) vote, the Senate by a majority vote, and a two-thirds (2/3) vote of  
1312 the general membership of ASWC.

1313 i. At least 20% of the general membership of ASWC must vote on the  
1314 Constitutional Changes in order to be adopted.

1315 Section Three. Town Hall

1316 A. The Town Hall shall be a forum for discussion between members, Senators,  
1317 Executive Council members, the administration, staff, faculty, and/or any individual  
1318 within Whitman College. Town Hall shall be held at least once (1) a semester.

1319 1. Governance of Town Hall

1320 i. The Student Affairs Chair, in conjunction with the Student Affairs Committee  
1321 and the Club Director, will be in charge of holding at least one (1) town hall  
1322 meeting per semester.

1323 ii. The Student Affairs Chair is required to set the dates of a minimum of two (2)  
1324 Town Hall meetings, at least one per semester, for the upcoming year in time  
1325 to be printed in the ASWC Handbook for that year.

1326 iii. The Student Affairs Chair and the Club Director shall decide upon the topic(s)  
1327 of the Town Hall, which should address one or multiple pertinent student  
1328 issues(s). The Chair and Director are encouraged to draw on their interactions  
1329 with the Administration, Faculty, Student Affairs Committee, and student  
1330 body in setting the topic.

1331 iv. The Student Affairs Chair shall preside over the proceeding of Town Hall.

1332 v. At the end of the discussion of the chosen topic(s), there will be an open  
1333 forum where any attending person or body may introduce topics for  
1334 discussion.

1335 vi. The Club Director shall alert Club Representatives that their attendance is  
1336 expected and to alert them of the possible consequences of an unexcused  
1337 absence from the Town Hall.

1338 a. Any member may attend on the club's behalf but no one (1) student can  
1339 represent more than one (1) group at any Town Hall.

1340 b. No elected ASWC official and/or Executive Council member may attend  
1341 Town Hall on a club's behalf due to their obligation as a representative of  
1342 ASWC.

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- 1343                   vii. The Executive Director of Communications shall take minutes for this  
1344                   meeting and post them on the ASWC website for public consideration.
- 1345                   2. Voting
- 1346                   i. Any ASWC member, including club leaders, can request a formal vote on a  
1347                   matter at an ASWC Town Hall event by submitting a request in writing to the  
1348                   ASWC Vice President at least seven (7) days before the event.
- 1349                   ii. During the voting procedures at the ASWC Town Hall event each club has the  
1350                   right to one formal vote.
- 1351                   iii. It is the responsibility of the ASWC Executive Director of Communications to  
1352                   keep record of the vote and share the information with the ASWC Senate in a  
1353                   timely manner.
- 1354                   iv. ASWC Senate is required to consider any business that is approved in Town  
1355                   Hall by a majority vote.
- 1356                   a. ASWC Senate is not bound by the outcome of votes held during ASWC  
1357                   Town Hall events.
- 1358                   3. Publicity
- 1359                   i. The Student Affairs Chair shall be responsible for inviting any relevant  
1360                   individuals in the administration, faculty, or staff to attend the meeting.
- 1361                   ii. The Executive Director of Communications shall be responsible for  
1362                   advertising the Town Hall meeting to the student body through his or her  
1363                   various media outlets.
- 1364                   a. The Student Affairs Chair shall communicate at least ten (10) days before  
1365                   the Town Hall the necessary information for advertisement.
- 1366                   b. The Executive Director of Communications shall begin advertising at least  
1367                   seven (7) days before the Town Hall.
- 1368                   4. Attendance
- 1369                   i. All Senate and Executive Council members are required to attend the Town  
1370                   Halls and will be held to the same standards as a regular Senate meeting.
- 1371                   ii. Club representatives are required to attend at least one Town Hall a semester.
- 1372                   iii. Senators and Executive Council Members are obligated to attend Town Hall.
- 1373                   a. If a Senator or Executive Council Member accrues more than two excused  
1374                   absences from Town Hall per semester, then an investigation by the  
1375                   Oversight Committee will take place.
- 1376                   1. Excused absences from Town Hall meetings must be approved by the  
1377                   Chair of Student Affairs.
- 1378                   b. If a Senator or Executive Council Member accrues more than one  
1379                   unexcused absence from Town Hall per semester, then an investigation by  
1380                   the Oversight Committee will take place.

**Article IX. Nominations**

Section One. Purpose and Composition of Committee

- 1382                   A. The Nominations Committee shall present nominations for the Chief Officers of all  
1383                   Campus Media Organizations, and all appointees to College Committees and  
1384                   Advisory Committees to be approved by the ASWC Senate.
- 1385                   B. The Nominations Committee shall be composed as follows:
- 1386                   1. Two (2) Senators assigned by the Oversight Committee as defined in Article VI,  
1387                   Section 4, Subsection I of these by-laws.
- 1388

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- 1389                    2. Two (2) members of ASWC who are not representatives in ASWC Senate, shall  
1390                    be nominated by the Nominations Chair at the beginning of each academic year.  
1391                    i. The Nominations Chair shall solicit applications from the student body to sit  
1392                    on the Committee.  
1393                    ii. The nominees shall be approved by a simple majority of the Senate.  
1394                    3. One (1) member of the Oversight Committee who shall serve ex-officio.  
1395                    i. The Oversight Committee shall select one (1) of its members to serve on the  
1396                    Committee for the academic year. The same member of the Oversight  
1397                    Committee shall serve for the duration of the academic year.  
1398                    4. In the event of a vacancy, the vacant seat shall be filled as soon as possible so as  
1399                    to maintain the composition defined above.  
1400                    i. If the vacant seat is that of a Senator, the Oversight Committee will hold a  
1401                    special election to fill the open seat.  
1402                    ii. If the vacant seat is that of an Appointed Member, the Nominations Chair  
1403                    shall repeat the process as stated in Article VII, Section 1, B, 2.  
1404                    C. All applications, meeting minutes, and any other documents pertaining to the  
1405                    Nominations Process shall be retained in the files of the Nominations Chair for five  
1406                    (5) years as a matter of public record.  
1407                    D. Meetings of the Nominations Committee may be open to the public. The Nominations  
1408                    Committee may hold meetings in executive session, at the discretion of the  
1409                    Committee.  
1410                    E. Each member of the Nominations Committee, except for the Oversight member, shall  
1411                    be delegated as a representative to the following ASWC-affiliated committees:  
1412                    Student Life Committee, College Athletic Committee, Student Technology Advisory  
1413                    Committee, Library Advisory Committee, the President's Budget Advisory  
1414                    Committee, the Bon Appetite Advisory Committee, General Studies Committee, and  
1415                    Health Center Advisory Committee.  
1416                    1. Representatives will correspond with the members of their assigned Committee,  
1417                    attending meetings if and when appropriate  
1418                    i. Representatives shall relay all pertinent information to the Nominations Chair  
1419                    2. The Nominations Chair shall serve as a liaison between the Senate and the  
1420                    ASWC-affiliated committees, communicating relevant updates, concerns, or  
1421                    recommendations to both parties.  
1422                    F. The Nominations Chair shall communicate with and monitor the Campus Media  
1423                    organizations.  
1424                    1. The Nominations Chair shall communicate regularly with all Media Chiefs to  
1425                    discuss any matters of importance to the organization.  
1426                    2. Each semester, surveys shall be distributed among the appropriate constituents of  
1427                    KWCW, the *Pioneer*, *quarterlife*, *blue moon*, and the *Waiilatpu* to provide  
1428                    feedback for the respective Media Officers.  
1429                    3. The Nominations Chair shall be responsible for ensuring that each Chief Officer  
1430                    fulfills their duties of office as outlined in the ASWC by-laws and the Chief  
1431                    Officers' contracts.  
1432                    i. If there is a disagreement as to the nature of these duties, they may lodge a  
1433                    complaint with the Oversight Committee. If necessary, the Senate may pursue  
1434                    impeachment as outlined in Article IV, Section 5.



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- 1435 G. It shall be the responsibility of the Nominations Chair to provide any training  
1436 necessary to the members of the Nominations Committee.
- 1437 H. At the start of each semester, the Nominations Chair shall publish a timeline of all  
1438 Nominations to be completed that semester.
- 1439 1. This shall be released to Executive Council and ASWC Senate.
- 1440 Section Two. Nominating of Campus Media Chief Officers & Whitman Events Board  
1441 Chair
- 1442 A. Near the end of the Spring semester, the Nominations Committee shall nominate the  
1443 General Manager(s) for KWCW, Editor(s) for *blue moon*, Editor in Chief and  
1444 Publisher of the *Pioneer*, Editor(s) of *quarterlife*, and Editor and Publisher of  
1445 *Waiilatpu* to serve the following academic year.
- 1446 1. The Nominations Chair shall distribute information regarding each open position  
1447 to the Executive Director of Communication at least ten (10) days before the  
1448 application closes.
- 1449 2. The Executive Director of Communication shall communicate this information  
1450 with the student body at least seven (7) days before the application closes.
- 1451 B. Within the first three (3) full weeks of February, the Nominations Committee shall  
1452 nominate the Chair of the Whitman Events Board.
- 1453 1. The ASWC Advisor shall be consulted by the Nominations Chair with potential  
1454 candidates throughout this process.
- 1455 2. The Nominations Chair shall distribute information regarding each open position  
1456 to the Executive Director of Communication at least ten (10) days before the  
1457 application closes.
- 1458 3. The Executive Director of Communication shall communicate this information  
1459 with the student body at least seven (7) days before the application closes.
- 1460 C. Upon the receipt of all applications and the closure of the application process, the  
1461 names of the applicants shall be made public for consideration.
- 1462 D. Candidates shall be evaluated by the Nominations Committee based on their written  
1463 applications. If appropriate, the candidate shall also be evaluated by interviews  
1464 conducted by the Committee.
- 1465 E. The Nominations Committee shall consult with the outgoing campus media Chief  
1466 Officer(s) and WEB Chair for which the Committee is nominating to gain additional  
1467 insight into the skills necessary to successfully manage the particular media  
1468 organization or programming entity.
- 1469 F. The Nominations Chair shall present the decisions of the Nominations Committee to  
1470 the Senate and make the nominations public to ASWC members. Following a period  
1471 for relevant feedback on the nominees, the Senate shall ratify the Campus Media  
1472 Chief Officers and WEB Chair by a simple majority vote at the subsequent Senate  
1473 meeting.
- 1474 1. The Nominations Chair shall present any significant objections raised during the  
1475 waiting period to the Senate.
- 1476 2. If a nominee is rejected by the Senate, the Nominations Committee shall present a  
1477 new candidate at the next possible Senate meeting.
- 1478 G. In the event of a vacancy in one of these positions, the Nominations Committee shall  
1479 utilize the aforementioned process to select a replacement.

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- 1480 Section Three. Appointment of College Governing Board Committee Representatives  
1481 A. Near the end of the Spring semester, and as necessary, the Nominations Committee  
1482 shall nominate appointees to serve any open positions on the below listed Governing  
1483 Board Committees.  
1484 1. The Student Life Committee  
1485 i. There shall be two students, preferably from different grades, serving at all  
1486 times, and they shall serve for the duration of their time at Whitman.  
1487 2. The Academic Affairs Committee  
1488 i. There shall be two students, preferably from different grades, serving at all  
1489 times, and they shall serve for the duration of their time at Whitman.  
1490 3. The Enrollment Committee  
1491 i. There shall be two students, preferably from different grades, serving at all  
1492 times, and they shall serve for the duration of their time at Whitman.  
1493 4. The Student Life Committee  
1494 i. There shall be two students, preferably from different grades, serving at all  
1495 times, and they shall serve for the duration of their time at Whitman.  
1496 5. The Diversity Committee  
1497 i. There shall be two students, preferably from different grades, serving at all  
1498 times, and they shall serve for the duration of their time at Whitman.  
1499 6. The Buildings and Grounds Committee  
1500 i. There shall be two students, preferably from different grades, serving at all  
1501 times, and they shall serve for the duration of their time at Whitman.  
1502 7. The Technology Task Force Committee  
1503 i. There shall be two students, preferably from different grades, serving at all  
1504 times, and they shall serve for the duration of their time at Whitman.  
1505 8. The Budget Committee  
1506 i. There shall be one student serving, in addition to the ASWC Finance Chair,  
1507 and they shall serve for the duration of their time at Whitman.  
1508 B. The Nominations Chair shall solicit applications for available positions from the  
1509 student body.  
1510 C. Candidates shall be evaluated by the Nominations Committee based on their written  
1511 applications as well as by interviews conducted by the committee.  
1512 D. The Nominations Chair shall present the decisions of the Nominations Committee to  
1513 the Senate and make the nominations public to the school. Following a period for  
1514 relevant feedback on the nominees, the Senate shall ratify by a simple majority vote  
1515 at the subsequent Senate meeting.  
1516 1. The Nominations Chair shall present any significant objections raised during the  
1517 waiting period to the Senate.  
1518 2. If a nominee is rejected by the Senate, the Nominations Committee shall present a  
1519 new candidate at the next possible Senate meeting.  
1520 Section Four. Appointment of College Committee & Advisory Committee  
1521 Representatives  
1522 A. Near the end of the spring semester, and as necessary, the Nominations Committee  
1523 shall nominate appointees to College Committees and Advisory Committees.  
1524 B. The Nominations Chair shall solicit applications for available positions from the  
1525 student body.

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- 1526 C. Candidates shall be evaluated by the Nominations Committee based on their written  
1527 applications as well as by interviews conducted by the Committee with each  
1528 candidate.
- 1529 1. The Committee reserves the right to require interviews, though also may elect not  
1530 to conduct interviews.
- 1531 D. The Nominations Chair shall present the decisions of the Nominations Committee to  
1532 the Senate and make the nominations public to ASWC members. Following a period  
1533 for relevant feedback on the nominees, the Senate shall ratify by a simple majority  
1534 vote at the subsequent Senate meeting.
- 1535 1. The Nominations Chair shall present any significant objections raised during the  
1536 waiting period to the Senate.
- 1537 2. If a nominee is rejected by the Senate, the nominations committee shall present a  
1538 new candidate at the next possible Senate meeting.
- 1539 Section Five. Oversight Member Nominations
- 1540 A. The Nominations Chair may assist the President and existing Oversight Committee to  
1541 nominate students to the Oversight Committee. Nominees shall be confirmed by a  
1542 majority vote within the Senate.
- 1543 Section Six. Eligibility
- 1544 A. Any member of ASWC shall be eligible to serve as the Chief Officer of any campus  
1545 media organization or WEB Chair.
- 1546 **Article X. Campus Media**
- 1547 Section One. Campus Media Organizations
- 1548 A. Newspaper
- 1549 1. A newspaper, to be known as the Whitman College *Pioneer*, shall be published  
1550 regularly by ASWC during the academic year, excepting College vacations and  
1551 final examination periods. The newspaper shall provide members of ASWC with  
1552 an informative medium of journalistic expression.
- 1553 2. Chief Officers of the *Pioneer*, hereafter referred to as Editor in Chief and  
1554 Publisher, shall be charged with the responsibility of publishing the newspaper.
- 1555 i. The Editor in Chief will be responsible for continuity, content, and  
1556 organization of the paper as well as managing the journalistic staff.
- 1557 ii. The Publisher will be responsible for payroll, contracts, production, and  
1558 budgeting.
- 1559 iii. The Editor in Chief and Publisher shall be selected by the Nominations  
1560 Committee by the end of the spring semester to serve for the next academic  
1561 year.
- 1562 3. The Editor in Chief and the Publisher shall be charged with the responsibility of  
1563 administering the newspaper and shall serve for a term of one (1) academic year.
- 1564 4. The *Pioneer* must publish in accordance with these by-laws, its own policies, and  
1565 College policy.
- 1566 5. An Advisory Board shall be chosen by the Editor in Chief and the Publisher, with  
1567 input from the *Pioneer* staff.
- 1568 i. The Advisory Board's function shall be to provide support, advice, and  
1569 continuity to the newspaper.

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- 1570                   ii. The Advisory Board should be available as a resource only, but the quality of  
1571                   the content and the layout of the newspaper are the responsibility of the  
1572                   Editor.
- 1573                   6. Should the Editor in Chief or the Publisher resign, the Advisory Board shall have  
1574                   the power to appoint an interim replacement until the Nominations Committee  
1575                   confirms a permanent replacement.
- 1576                   B. ASWC Radio Station (KWCW, 90.5 FM):
- 1577                   1. An educational and entertaining radio broadcasting station shall be operated by an  
1578                   ASWC Radio Policy Council, distinct and separate from the ASWC Student  
1579                   Affairs Committee. The station shall provide ASWC members with the  
1580                   opportunity to work with the radio-broadcasting medium, and provide the college  
1581                   and local community with creative, informative and entertaining non-commercial  
1582                   programming.
- 1583                   2. The Chief Officer, hereafter referred to as General Manager, shall also ensure that  
1584                   the operation of the station is in conformance with the regulations specified in the  
1585                   station's broadcast license. The General Manager, Policy Council, and all  
1586                   operating staff of KWCW must hold the appropriate FCC operation license.
- 1587                   3. The General Manager shall be charged with the responsibility of administering  
1588                   the radio station and shall serve for a term of one (1) academic year.
- 1589                   i. The General Manager will be selected in the spring for the following  
1590                   academic year.
- 1591                   C. College Annual
- 1592                   1. A yearbook, to be known as *Waiilatpu*, will be published every academic year.
- 1593                   2. The Chief Officer, referred hereafter as the Editor of *Waiilatpu*, shall be charged  
1594                   with the responsibility of publishing the *Waiilatpu* by graduation week.
- 1595                   i. The Editor in Chief shall be responsible for managing the content, layout,  
1596                   organization of the yearbook, continue the relationship with its publishing  
1597                   company, payroll, circulation, and other business aspects.
- 1598                   ii. Both officers shall be responsible for staffing the yearbook.
- 1599                   iii. The Editor in Chief shall be selected by the Nominations Committee near the  
1600                   end of the spring semester.
- 1601                   3. The Editor in Chief shall both serve one (1) academic year.
- 1602                   4. The *Waiilatpu* must be published in accordance with these by-laws, its own  
1603                   policies, and College policy.
- 1604                   5. In the event that the Editor in Chief resigns, the Nominations Committee shall  
1605                   have the power to confirm a permanent replacement.
- 1606                   D. Annual Art and Literary Magazine
- 1607                   1. ASWC shall annually fund and publish a literary magazine entitled *blue moon*.  
1608                   Issues of the magazine shall appear once every academic year.
- 1609                   2. The Chief Officer, hereafter referred to as Editor, shall be charged with publishing  
1610                   the magazine by May 1. The Editor shall solicit material for the magazine that  
1611                   represents a broad base of creative art and literature.
- 1612                   3. *blue moon* must be published in accordance with these by-laws, its own policies,  
1613                   and College policy.
- 1614                   4. The Editor shall be selected during the spring semester to serve for the following  
1615                   academic year.

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- 1616 E. Quarterly Literary Magazine  
1617 1. ASWC shall annually fund a quarterly literary magazine entitled *quarterlife*. Four  
1618 issues shall be published per academic year at the rate of two (2) per semester.  
1619 2. The Chief Officer (hereby referred to as Editor) shall be charged with the  
1620 following responsibilities:  
1621 i. Select a staff and oversee said staff in the conceptualization of a central theme  
1622 for each issue  
1623 ii. Solicit and select pieces that represent a broad array of interests and literary  
1624 styles emphasizing innovation in content and technique  
1625 iii. Oversee layout, publication, and distribution of the magazine  
1626 iv. Execute publicity and programming.  
1627 3. The Editor shall be selected during the spring semester and shall be trained by the  
1628 former Editor to serve for the following academic year.
- 1629 Section Two. Responsibilities of Media Organization Chief Officers
- 1630 A. Each Chief Officer is responsible for overseeing the successful operation of their  
1631 media organization as defined above in Section One.  
1632 B. All Chief Officers shall be charged with the duty of administering ASWC funds.  
1633 C. All Chief Officers are responsible for the content of their respective Campus Media.  
1634 Content shall conform to -- and be protected by -- standards set forth by the ASWC  
1635 by-laws and Whitman College policy as well as local, state, and federal laws,  
1636 including the First Amendment.  
1637 D. The Nominations Chair shall be responsible for ensuring that each Chief Officer  
1638 fulfills their duties of office as outlined in the ASWC by-laws and the Chief Officers'  
1639 contracts.  
1640 1. If there is a disagreement as to the nature of these duties a complaint may be  
1641 submitted to the Oversight Committee.  
1642 i. If necessary, the Senate may pursue impeachment as outlined in Article III,  
1643 Section Five.  
1644 E. All Campus Media Organization Chief Officers shall make governing documents for  
1645 their respective Campus Media Organization publicly available within the first month  
1646 of the fall semester in the interest of facilitating long-term continuity and  
1647 clarification. Governing documents must include in some form:  
1648 1. A mission statement and goals or objectives of the Organization.  
1649 2. How leadership and staff positions are filled.  
1650 3. Duties and terms of officers and staff.  
1651 4. The general structure and function of the Organization.  
1652 5. A means of annual self-assessment tailored to the internal purposes of the  
1653 organization that includes feedback on its leadership and the effectiveness of the  
1654 Organization in meeting its goals. The result of this assessment must also be made  
1655 publicly available.  
1656 F. Any Chief Officer of a Campus Media Organization may request in writing that the  
1657 President hold a Campus Media Summit at any time.  
1658 G. All Chief Officers shall be required to attend at least one (1) ASWC Town Hall  
1659 meeting per semester, or if they are unable to attend to designate a representative who  
1660 will attend in their place.

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1661 H. All informational brochures, advertisements, cards, posters or other methods of  
1662 advertisement released by an ASWC-commissioned Campus Media Organization  
1663 must bear notification of ASWC sponsorship.

1664 I. Campus Media Organizations are required to send the Executive Director of  
1665 Communications, the WEB Chair, and Student Activities Office a list of their major  
1666 upcoming events, so that they may be publicized and placed on the Students  
1667 Activities Calendar.

1668 Section Three. Rights of Campus Media Organizations

1669 A. Campus Media Organizations are protected from discrimination on the basis of any of  
1670 the protected qualities described in the ASWC Bill of Rights as specified in the  
1671 Constitution.

1672 1. If the Campus Media Organization believes discrimination or wrongdoing has  
1673 taken place it may submit a complaint to the Oversight Chair.

1674 i. If the complaint, as written, would constitute a violation of the Campus Media  
1675 Organization's rights then the Oversight Committee shall conduct an  
1676 investigation.

1677 B. Campus Media Organizations have the right to view the budget allocations of the  
1678 recognized groups of ASWC. Upon request, the Finance Chair shall provide this  
1679 information as soon as is reasonably practical.

1680 C. Campus Media Organizations have the right to be kept apprised of the Senate's  
1681 activities over the ASWC Organization Leaders' listserv.

1682 D. Campus Media Organizations have the right to consult both their designated senator  
1683 and the Nominations Chair.

1684 1. On issues that require significant expertise in the activities of a specific  
1685 committee, the Senator or Chair may request the help of another Senator in  
1686 resolving the matter.

1687 E. Chief Officers of Campus Media Organizations have the right to meet with the  
1688 Nominations Chair at least once a month for the purposes of maintaining regular  
1689 communication with ASWC, ensuring that they receive all necessary support in  
1690 running their organization from ASWC, and airing any grievances they may have.

1691 F. Impeachment charges or sanctions against an organization's Chief Officer cannot be  
1692 levied on the basis of content produced by that organization unless that content is  
1693 found to be in violation of the ASWC bylaws, the organization's governing  
1694 documents, or college policy

1695 Section Four. Campus Media Organization Funding

1696 A. Campus Media Organizations shall be included in the regular budgeting process of  
1697 the school year following their recognition, unless their budget allocation is  
1698 guaranteed.

1699 B. Campus Media Organizations have the right to request funding from the Travel and  
1700 Student Development Fund, and Contingency fund. Whether or not to grant these  
1701 requests shall be determined as per the procedures of the Senate and Finance  
1702 Committee

1703 1. Any Campus Media Organization receiving 15% or more of the ASWC budget  
1704 may not request from the Travel and Student Development Fund.

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- 1705 C. Newly appointed Chief Officers are required to attend a budget and leadership  
1706 training session in the spring semester with the Vice President, the Student Activities  
1707 Office, and any other necessary ASWC officers.  
1708 D. Newly appointed chief officers are required to attend a training session with the  
1709 ASWC Finance Chair explaining the operation of ASWC accounts and the services  
1710 ASWC can provide Campus Media Organizations.

## 1711 Section Five. Dissolution and Impeachment

- 1712 A. A Campus Media Organization may only be decommissioned through a two thirds  
1713 (2/3) majority vote of the ASWC Senate. The chief officer of any organization that is  
1714 being considered for decommission shall be notified as soon as the necessary  
1715 amendment to the bylaws is proposed to the Student Affairs Committee.  
1716 B. Chief Officers may be removed from office through the processes outlined in Article  
1717 VI Section 5 for failing to perform their duties as specified in the bylaws, perform  
1718 their duties as specified in their respective governing documents, or if their  
1719 organization is found to not be in adherence with the ASWC Constitution.  
1720 C. The Chief Officer of the Organization will bear full responsibility for the findings of  
1721 the investigation, at which point the Oversight Committee will make a  
1722 recommendation of appropriate action the Senate should take regarding the Chief  
1723 Officer of the Organization.  
1724 D. Until the investigation has been concluded and its findings have been presented to the  
1725 Senate, the ASWC account of the Organization in question will be frozen by the  
1726 Finance Chair.

## 1727 Article XI. College Committees and Advisory Committees

### 1728 Section One. College Committee Appointments

- 1729 A. College Committees  
1730 1. Student Life Committee  
1731 i. The Student Life Committee will hold meetings as needed for the purpose of  
1732 considering any non-academic or non-disciplinary matter relating to Student  
1733 Life. It may recommend changes in existing policies of the creation of new  
1734 policies or actions.  
1735 ii. The committee shall consist of six (6) students. Each year, three (3) students  
1736 shall be appointed for two-year terms.  
1737 iii. Two (2) Student Life Committee Members may serve on each of the  
1738 following Advisory Committees as needed:  
1739 a. Safety Committee  
1740 b. Bookstore Advisory Committee  
1741 2. Council on Student Affairs  
1742 i. The Council on Student Affairs holds regular meetings for the purpose of  
1743 hearing cases involving infractions of College Regulation. The Council may  
1744 also serve as an investigator and fact-finding body in matters of student life  
1745 and welfare.  
1746 ii. The Council is composed of three members of the faculty, five members of  
1747 the student body, and the Dean of Students as Chairperson. All members are  
1748 voting members. Each year, one sophomore shall be appointed for a three-  
1749 year term and two seniors shall be appointed for one-year terms.

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1750 a. Two students may also be trained to serve as alternates. These students  
1751 shall be nominated and confirmed through the Nominations process in the  
1752 same manner as the aforementioned student members.

1753 **B. Responsibilities of College Committee Appointees**

- 1754 1. The Appointee shall attend all meetings of the College Committee to which he or  
1755 she was appointed.  
1756 2. The Appointee shall remain in close contact with the ASWC Senate, by way of  
1757 the Nominations Chair and the members of the Standing Nominations Committee.

1758 **Section Two. Advisory Committee Appointments**

1759 **A. Advisory Committees**

- 1760 1. Bon Appetit Advisory Committee: ASWC shall appoint four (4) students to serve  
1761 on this committee.  
1762 2. Budget Advisory Committee: ASWC shall appoint three (3) students to serve on  
1763 this committee.  
1764 3. General Studies Committee: ASWC shall appoint two (2) students to serve on this  
1765 committee.  
1766 4. Health Center Advisory Committee: ASWC shall appoint three (3) students to  
1767 serve on this committee.  
1768 i. The Health Center Advisory Committee may internally appoint up to three (3)  
1769 additional student representatives as needed.  
1770 5. Library Advisory Committee: ASWC shall appoint one (1) student to serve on  
1771 this committee.  
1772 6. Student Technology Advisory Committee: ASWC shall appoint three (3) students  
1773 to serve on this committee.  
1774 i. The Student Technology Advisory Committee may internally appoint up to  
1775 three (3) additional student representatives as needed.  
1776 7. Sustainability Advisory Committee: ASWC shall appoint three (3) students to  
1777 serve on this committee.

1778 **B. Responsibilities of Advisory Committee Appointees**

- 1779 1. The Appointee shall attend all meetings of the Advisory Committee to which he  
1780 or she was appointed.  
1781 2. The Appointee shall present periodic reports to the Nominations Chair on the  
1782 business being discussed on his or her Committee. The Nominations Chair shall  
1783 then relay this information the Senate.

1784 **Section Three. Committee Appointment**

- 1785 **A. Committee appointments shall be made by the Nominations Committee as defined in**  
1786 **Article VI Section 4 Subsection I.**

1787 **Article XII. Programming**

1788 **Section One. Purpose of Programming**

- 1789 **A. Programming is a subsection of the student government charged with organizing and**  
1790 **supporting events and programs on campus. In commissioning any programming**  
1791 **entity, ASWC is responsible for allocating sufficient funding for the function of these**  
1792 **organizations.**

- 1793 1. Any programming entity that receives 8% or more of the ASWC budget may not  
1794 request monies from the Travel and Student Development fund.



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- 1795 Section Two. Whitman Events Board  
1796 A. The Whitman Events Board is a volunteer-driven student committee which brings a  
1797 diverse selection of events to campus for the purpose of bringing the Whitman  
1798 community together.  
1799 B. The Board shall assist with the planning and implementation of all Whitman Events  
1800 Board events and programs.  
1801 C. The Board shall oversee all ASWC sponsored activities and events including, but not  
1802 limited to concerts, public speakers, films, and other public events.  
1803 D. The Board shall maintain a calendar of all events on campus that includes those  
1804 events sponsored by ASWC and those sponsored by ASWC recognized groups, as  
1805 well as make the ASWC Communications Director aware of all events.  
1806 E. The Board shall perform at least one school wide electronic general Programming  
1807 Survey per semester as a means to solicit student input for upcoming events and other  
1808 relevant programming details.  
1809 F. The Board shall convene at least bimonthly or at the discretion of the Whitman  
1810 Events Board Chair.  
1811 G. The Whitman Events Board Chair shall:  
1812 1. Chair the Whitman Events Board;  
1813 2. Appoint new Whitman Events Board officers in conjunction with the Student  
1814 Activities Office;  
1815 3. Coordinate campus programs and activities;  
1816 4. Solicit student input to influence programming decisions;  
1817 5. Maintaining internal governing documents.

## 1818 Section Three. ASWC Sound and Lights

- 1819 A. The Sound and Lights Company shall be responsible for the set-up, takedown,  
1820 maintenance, scheduling, and expansion of ASWC Sound and Lights equipment;  
1821 B. ASWC Sound and Lights shall be allocated funds from the ASWC budget for the  
1822 maintenance and expansion of equipment and the monetary compensation of its crew;  
1823 1. Crew wages will be subsidized by equipment rental and event fees.  
1824 C. The Director of Student Activities shall act as advisor to ASWC Sound and Lights  
1825 regarding all questions of policy, procedures, rental rates, hourly wages, crew  
1826 mediation etc.  
1827 D. ASWC Sound and Lights shall have a Director selected from within ASWC Sound  
1828 and Lights in the Spring Semester of each academic year to serve for the following  
1829 academic year.  
1830 1. The Director shall be selected by the standing Nominations Committee in  
1831 consultation with the Director of Student Activities and shall be confirmed before  
1832 ASWC Senate and approved by the ASWC President.  
1833 i. The ASWC Finance Committee shall allocate funds as a stipend for the  
1834 Director of ASWC Sound and Lights.  
1835 2. The Director of ASWC Sound and Lights is the primary point of contact for  
1836 ASWC Sound and Lights and shall:  
1837 i. Serve as the Budget Manager for ASWC Sound and Lights,  
1838 ii. Coordinate all event requests, scheduling, payroll, and billing,  
1839 iii. Serve as the ASWC Sound and Lights representative on the ASWC Lifecycle  
1840 Committee,

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- 1841                   iv. Be involved in all equipment and supplies purchasing,  
1842                   v. Hire and dismiss members of the ASWC Sound and Lights Crew in  
1843                   conjunction with the Equipment Engineer, and complete bi-annual  
1844                   performance evaluations for each member of the ASWC Sound and Lights  
1845                   Crew,  
1846                   vi. Oversee the Sound and Lights Crew during productions,  
1847                   vii. Expand the inventory of ASWC Sound and Lights,  
1848                   viii. Work in conjunction with the Director of Student Activities in order to:  
1849                   a. Define policies, procedures, equipment rental rates, and hourly wage rates,  
1850                   and update the ASWC Sound and Lights website.  
1851                   b. Changes to policies, procedures, and equipment rental rates shall require a  
1852                   thirty day waiting period before taking effect.
- 1853           E. ASWC Sound and Lights shall have an Equipment Engineer selected from within the  
1854           crew and approved by the Director of Student Activities.
- 1855           1. The Equipment Engineer shall:
- 1856           i. Lead ASWC Sound and Lights crew in the technical aspects of set-up and  
1857           take-down during productions,  
1858           ii. Train crew members in the proper use of ASWC Sound and Lights equipment,  
1859           iii. Oversee maintenance of all ASWC Sound and Lights equipment and inform  
1860           the Director of ASWC Sound and Lights of equipment replacement needs,  
1861           iv. Coordinate all equipment and supplies purchasing, and be responsible for the  
1862           inventory and expansion of ASWC Sound and Lights equipment,  
1863           v. Receive a term-of-service pay raise in accordance with the Sound and Lights  
1864           Constitution,  
1865           vi. Work with the Director of ASWC Sound and Lights to ensure equipment  
1866           requests are met and to help plan large events,  
1867           vii. Serve as the “on-call” contact for ASWC Sound and Lights,  
1868           a. The “on-call” contact for ASWC Sound and Lights shall be available in  
1869           the event of emergency when ASWC Sound and Lights equipment is in  
1870           use.  
1871           b. If the Equipment Engineer is unavailable to serve as the “on-call” contact  
1872           for a given date s/he shall designate an alternative contact for that date.
- 1873           F. ASWC Sound and Lights shall be responsible for the creation, maintenance and  
1874           adherence to a Constitution and series of Guidelines,
- 1875           1. The Constitution and Guidelines shall be written in the format of all other ASWC  
1876           Club constitutions and shall be maintained by the Sound and Lights Director and  
1877           Equipment Engineer with consultation of the Nominations Chair, Finance Chair  
1878           and the Director of Student Activities.
- 1879           2. Every academic year, before the close of Spring Semester, the Director and  
1880           Equipment Engineer will review the Constitution and Guidelines,  
1881           i. Any changes to the Constitution must be submitted in writing to the Finance  
1882           and Nominations Committees and must receive a majority vote in the  
1883           affirmative from both committees before taking effect.  
1884           ii. Guidelines shall be maintained within the company and will not need exterior  
1885           confirmation aside from that of the Director of Student Activities.
- 1886           3. The ASWC Sound and Lights Constitution shall determine the:

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- 1887 i. Rights, responsibilities, payment protocol, and hiring process of crew
- 1888 members,
- 1889 ii. Charges for services,
- 1890 iii. The responsibilities of club officers,
- 1891 iv. Safety and liability policies of ASWC Sound and Lights.
- 1892 4. The ASWC Sound and Lights Guidelines shall record formally, for the company's
- 1893 posterity:
- 1894 i. Crew training procedures and methods,
- 1895 ii. Equipment operation, safety and handling,
- 1896 iii. Present and future budget considerations,
- 1897 iv. Equipment inventory

**Article XIII. Elections**

Section One. Elections Committee

- 1899 A. All ASWC Elections shall be conducted by the Oversight Committee.
- 1900 1. The Oversight Committee shall determine and enforce any rules for the election.
- 1901 2. The rules and procedures determined by Oversight Committee must be approved
- 1902 by a two-thirds (2/3) vote of the Senate at least fourteen (14) days prior to an
- 1903 election.
- 1904
- 1905 B. The Oversight Committee shall publish a written platform and biographical
- 1906 information for each candidate on the ASWC Website, as well as the full text of any
- 1907 legislative measure on the ballot.
- 1908 1. It shall be the responsibility of the candidate to provide a platform and
- 1909 biographical information to the Oversight Chair.
- 1910 2. The Oversight Committee shall publish these materials on the ASWC website one
- 1911 (1) week prior to all elections.

Section Two. Nominations

- 1912 A. Candidates for the offices of the Executive Council and Senate shall be nominated by
- 1913 petition.
- 1914 1. In order to be valid, a petition must carry the name of the candidate, the office
- 1915 being sought, and the signature of at least twenty (20) members of ASWC.
- 1916 2. The petitions must be received by the Oversight Chair in accordance with the
- 1917 Election Rules.
- 1918 i. In the event that there are no people running for an Executive Council
- 1919 position, the Oversight Committee shall re-open the petition.
- 1920 ii. In the event that there are three (3) or less people running for senate positions
- 1921 per class, the Oversight Committee shall re-open the petition.
- 1922

Section Three. General Elections

- 1923 A. General Elections are defined as elections where all Executive Council offices, and
- 1924 all upper-class (Sophomore, Junior, and Senior) seats are elected.
- 1925
- 1926 B. General Elections shall be held no earlier than the second full week in April, and no
- 1927 later than May 1. The process leading up to the election shall be conducted according
- 1928 to the following schedule:
- 1929 1. Candidate petitions will be made available by the Oversight Committee, in
- 1930 cooperation with the Executive Director of Communications, on the Monday two
- 1931 weeks preceding the first Monday of Spring Break.

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2. Petitions with twenty valid signatures will be due to the Oversight Chair at 4:00 PM fourteen days after they have been made available.
  3. A list of candidate names will be made public following the petition deadline. This announcement will constitute an official nomination.
  4. Campaigning for Executive Council positions may begin following the resumption of class from Spring Break.
    - i. The week preceding the election, there will be candidate forums in the Reid Campus Center. The schedule for these events shall be determined by the Oversight Committee.
    - ii. Candidate platforms may be submitted to the *Pioneer* and candidate forums may be held on KWCW if deemed appropriate by the Oversight Committee. The schedule for the events shall be determined by the Oversight Committee.
  5. Campaigning for Senate Elections may begin following the conclusion of Executive Council elections.
    - i. The week following the conclusion of the Executive Council election, there will be candidate forums in campus locations to be determined by the Oversight Committee. The schedule for these events shall be determined by the Oversight Committee.
    - ii. Candidate platforms may be submitted to the *Pioneer* and candidate forums may be held on KWCW if deemed appropriate by the Oversight Committee. The schedule for the events shall be determined by the Oversight Committee.
- C. The election shall be conducted using the Choice Voting Method for Senate seats and the Instant Runoff Voting Method for Executive Council Elections.
1. The Choice Voting Method is defined as follows: “A preferential, proportional representation system used in multi-member districts. To gain election, candidates must surpass a specified quota of first-preference votes equal to the droop threshold  $(V/(S+1)+1)$  where V is the number of total votes and S is the number of seats open). Voters’ preferences are re-allocated to other continuing candidates when an unsuccessful candidate is excluded or if an elected candidate has a surplus.” Ballots shall also provide for as many write-in votes as there are open seats, which are to be ranked along with the candidates already listed on the ballot.
  2. The Instant Runoff Voting Method is defined as follows: “The Instant Runoff Voting Method allows voter to rank candidates in order of preference. Votes are tabulated by counting only the first-choice votes. If no candidate has a majority of first-choice votes, the least popular candidate is eliminated and each vote which has been awarded to her or him is then transferred to the voter’s next preferred candidate. This continues until one candidate has a majority of the votes or until only two candidates remain.” Ballots shall also provide for write-in votes, which are to be ranked along with the candidates already listed on the ballot.
  3. The Oversight Committee shall prepare an official ballot containing the names of all candidates, and shall supervise voting.
  4. The Oversight Committee shall prepare a certified list of active members of ASWC that shall be kept at the polls during election hours.
  5. All members of the Oversight Committee and the ASWC Advisor shall be present during the counting of the votes.

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- 1978 i. Any re-counts deemed necessary by the Oversight Committee shall also be so  
1979 performed.  
1980 ii. The results of the election shall be posted on the ASWC office door and  
1981 ASWC website as soon as the counting is complete. Within three (3) days, the  
1982 Oversight Committee shall file with the Executive Director of  
1983 Communications the complete and certified returns of the election, which  
1984 shall be retained in the records of the Oversight Chair and Executive Director  
1985 of Communications.
- 1986 D. In case of unethical conduct, real or alleged, or failure to comply with the election  
1987 rules and procedures determined by the ASWC Oversight Committee, a hearing of  
1988 the Oversight Committee may be called.
- 1989 1. If a hearing is called less than 72 hours prior to the election, the Oversight  
1990 Committee may choose to postpone the election to ensure a chance to consult  
1991 with other authorities if needed.
- 1992 2. This hearing shall have the authority to recommend the disqualification of a  
1993 candidate.
- 1994 i. The ASWC Senate will then vote on the recommended disqualification.
- 1995 ii. A candidate will be disqualified upon a two-thirds (2/3) vote of approval by  
1996 ASWC Senate.
- 1997 E. All students currently enrolled at Whitman College, as well as students studying  
1998 abroad, shall be eligible to vote in general elections.
- 1999 Section Four. Special Senate Elections
- 2000 A. Special Senate Elections are defined as elections where all First Year Senate seats are  
2001 elected.
- 2002 B. Special Senate Elections shall be held no later than September 30. The process  
2003 leading up to the election shall be conducted according to the following schedule:
- 2004 1. Candidate petitions will be made available by the Oversight Chair on the first day  
2005 of class each academic year.
- 2006 2. Petitions with twenty valid signatures will be due to the Oversight Chair at 4:00  
2007 PM ten days after they have been made available.
- 2008 3. A list of candidate names will be made public following the petition deadline.  
2009 This announcement will constitute an official nomination.
- 2010 4. Campaigning may begin the Monday following the due date of Petitions.
- 2011 i. The week preceding the election, candidates will give speeches in locations  
2012 deemed most convenient for constituents by the Oversight Committee. The  
2013 schedule for these events shall be determined by the Oversight Committee.
- 2014 ii. Candidate platforms may be submitted to the *Pioneer* and candidate forums  
2015 may be held on KWCW if deemed appropriate by the Oversight Committee.  
2016 The schedule for the events shall be determined by the Oversight Committee.
- 2017 C. The election shall be conducted using the Choice Voting System. Information on this  
2018 voting system shall be retained in the records of the Oversight Chair.
- 2019 1. The Oversight Committee shall prepare an official ballot containing the names of  
2020 all candidates, and shall supervise voting.
- 2021 2. All members of the Oversight Committee and the ASWC Advisor shall be present  
2022 during the counting of the votes.

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- 2023 i. Any re-counts deemed necessary by the Oversight Committee shall also be so  
2024 performed.  
2025 ii. The results of the election shall be posted on the ASWC office door and  
2026 ASWC website as soon as the counting is complete. Within three (3) days, the  
2027 Oversight Committee shall file with the Executive Director of  
2028 Communications the complete and certified returns of the election, which  
2029 shall be retained in the records of the Oversight Chair and Executive Director  
2030 of Communications.
- 2031 D. In case of unethical conduct, real or alleged, or failure to comply with the election  
2032 rules and procedures determined by the ASWC Oversight Committee, a hearing of  
2033 the Oversight Committee may be called.
- 2034 1. If a hearing is called less than 72 hours prior to the election, the Oversight  
2035 Committee may choose to postpone the election to ensure a chance to consult  
2036 with other authorities if needed.
- 2037 2. This hearing shall have the authority to recommend the disqualification of a  
2038 candidate.
- 2039 i. The ASWC Senate will then vote on the recommended disqualification.
- 2040 ii. A candidate will be disqualified upon a two-thirds (2/3) vote of approval by  
2041 ASWC Senate.

2042 Section Five. Recall

- 2043 A. Any member of ASWC may initiate recall proceedings on any elected official of  
2044 ASWC. These proceedings shall be directed by the Oversight Committee.
- 2045 B. If a member of ASWC wishes to initiate recall proceedings, he or she must obtain a  
2046 petition with the signatures of at least twenty percent (20%) of the voters eligible to  
2047 vote for that seat.
- 2048 1. The completed petition shall be submitted to the Oversight Chair who shall have  
2049 fourteen days to act.
- 2050 i. Within fourteen days of receipt of the petition, the Oversight Chair shall set a  
2051 date for a recall election, and make a public announcement. The election may  
2052 take place no less than three (3) weeks from that time, and no more than five  
2053 (5) weeks.
- 2054 2. The Election shall be carried out according to the Interim Election procedure as  
2055 defined in Section Six.

2056 Section Six. Interim Elections

- 2057 A. Interim Elections are defined as any election that is not regularly scheduled and  
2058 where officials are elected.
- 2059 B. Once the Oversight Committee determines that an Interim Election is necessary, the  
2060 Oversight Chair shall make a public announcement and a call for petitions. The  
2061 events leading up to the election shall be conducted according to the following  
2062 schedule:
- 2063 1. The election shall occur two (2) weeks after the announcement made by the  
2064 Oversight Chair.
- 2065 2. Candidate petitions will be made available by the Oversight Chair immediately  
2066 following the announcement of the interim election.
- 2067 3. Petitions with twenty valid signatures will be due to the Oversight Chair at 4:00  
2068 PM seven days after they have been made available.

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- 2069 4. A list of candidate names will be made public following the petition deadline.  
2070 This announcement will constitute an official nomination.  
2071 5. Campaigning may begin the Monday following the petition deadline.  
2072 i. The two days preceding the election, there will be candidate speeches held in  
2073 locations deemed by the Oversight Committee as most convenient for the  
2074 constituents. The schedule for these events shall be determined by the  
2075 Oversight Committee.  
2076 ii. Candidate platforms may be submitted to the *Pioneer* and candidate forums  
2077 may be held on KWCW if deemed appropriate by the Oversight Committee.  
2078 The schedule for the events shall be determined by the Oversight Committee.  
2079 C. The election shall be conducted using the Choice Voting System or the Instant Runoff  
2080 Voting System, as appropriate. Information on these voting systems shall be retained  
2081 in the records of the Oversight Chair.  
2082 1. The Oversight Committee shall prepare an official ballot containing the names of  
2083 all candidates, and shall supervise voting.  
2084 2. The Oversight Committee shall prepare a certified list of active members of  
2085 ASWC that shall be kept at the polls during election hours.  
2086 3. All members of the Oversight Committee and the ASWC Advisor shall be present  
2087 during the counting of the votes.  
2088 i. Any re-counts deemed necessary by the Oversight Committee shall also be so  
2089 performed.  
2090 ii. The results of the election shall be posted on the ASWC office door and  
2091 ASWC website as soon as the counting is complete. Within three (3) days, the  
2092 Oversight Committee shall file with the Executive Director of  
2093 Communications the complete and certified returns of the election, which  
2094 shall be retained in the records of the Oversight Chair and Executive Director  
2095 of Communications.  
2096 D. In case of unethical conduct, real or alleged, or failure to comply with the election  
2097 rules and procedures determined by the ASWC Oversight Committee, a hearing of  
2098 the Oversight Committee may be called.  
2099 1. If a hearing is called less than 72 hours prior to the election, the Oversight  
2100 Committee may choose to postpone the election to ensure a chance to consult  
2101 with other authorities if needed.  
2102 2. This hearing shall have the authority to recommend the disqualification of a  
2103 candidate.  
2104 i. The ASWC Senate will then vote on the recommended disqualification.  
2105 ii. A candidate will be disqualified upon a two-thirds (2/3) vote of approval by  
2106 ASWC Senate.

2107 Section Seven. Legislative Elections

- 2108 A. Legislative Elections are defined as elections where any referenda or initiatives are  
2109 voted on by the members of ASWC.  
2110 B. The student body may propose referenda in the form of Acts or Resolutions.  
2111 1. Acts are binding documents requiring action or allocation of monies by the  
2112 ASWC Senate.

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- 2113 i. An Act initiated through the referendum process must pass by a simple  
2114 majority with over 25% of the entire student body voting in favor of the  
2115 measure.
- 2116 2. Resolutions are non-binding statements expressing the opinion of the student  
2117 body.
- 2118 i. A Resolution initiated through the referendum process must pass by a simple  
2119 majority with over 25% of the entire student body voting in favor of the  
2120 measure.
- 2121 3. As a requirement to be on the ballot, the writer(s) of a referendum must, before  
2122 collecting signatures, come before the Student Affairs Committee for legislative  
2123 input. The legislation may go forward regardless of the committee's deliberations.
- 2124 C. Legislative Elections may be conducted at the time of regularly scheduled elections,  
2125 or a special election may be held, at the discretion of the Oversight Committee.
- 2126 1. If a special election is to be held, the election must be announced at least two  
2127 weeks prior to the election.
- 2128 D. The process leading up to the election shall be conducted according to the following  
2129 schedule:
- 2130 1. An Act authored by the members of ASWC may be proposed by a petition of at  
2131 least twenty (20%) of the student body. A Resolution authored by members of  
2132 ASWC may be proposed by petition of at least ten (10%) of the student body.
- 2133 i. Petitions and the full text of the initiative shall be submitted to the Oversight  
2134 Chair who shall have ten business days to take action on the petition.
- 2135 ii. The Oversight Committee shall determine whether the measure necessitates a  
2136 special election, or if the matter can be deferred to the next general election.
- 2137 2. Elections for any referenda from the Senate shall be conducted to coincide with  
2138 the next general election.
- 2139 i. The full text of any referenda, in the form of an ASWC act or resolution, shall  
2140 be made available to the Oversight Chair at least two (2) weeks prior to the  
2141 scheduled date of the election. The Oversight Chair shall be responsible for  
2142 effectively providing this text on the online ballot.
- 2143 3. Campaigning may begin the Monday two (2) weeks prior to the day of the  
2144 election.
- 2145 i. The Oversight Committee may elect to schedule forums for debate on  
2146 legislative matter.
- 2147 E. The elections shall be conducted according to the rules set forth by the Oversight  
2148 Committee.
- 2149 1. The Oversight Committee shall prepare an official ballot containing the contents  
2150 of proposed legislation and shall supervise voting.
- 2151 2. All members of the Oversight Committee and the ASWC Advisor shall be present  
2152 during the counting of the votes.
- 2153 i. Any re-counts deemed necessary by the Oversight Committee shall also be so  
2154 performed.
- 2155 ii. The results of the election shall be posted on the ASWC office door and  
2156 ASWC Website as soon as the counting is complete. Within three (3) days,  
2157 the Oversight Committee shall file with the Executive Director of  
2158 Communications the complete and certified returns of the election, which



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2159 shall be retained in the records of the Oversight Committee and the Executive  
2160 Director of Communications.

2161 Section Eight. Elections Scholarship Fund

2162 A. The ASWC Elections Scholarship Fund shall be used to provide socioeconomic  
2163 equity in elections by reimbursing the campaigning expenditures of all candidates  
2164 who submit a complete petition for ASWC office. Candidates will be required to  
2165 submit appropriate proof of expenditures to the ASWC Finance Chair within five (5)  
2166 days of the end of elections. Reimbursed expenditures may not exceed the campaign  
2167 expenditure limit.

2168 B. The ASWC Elections Scholarship Fund shall begin with a balance of \$300 at the  
2169 beginning of the fiscal year. In the event that too many candidates apply for  
2170 reimbursement, additional funding shall be drawn from contingency to cover the  
2171 difference. In the event that money is unavailable, the reimbursements will be  
2172 awarded on a first-come, first-served basis.

2173 1. In the event that the Elections Scholarship Fund lacks sufficient funds, additional  
2174 funding shall be drawn from contingency, pending the approval of the Finance  
2175 Committee.

2176 i. The Finance Chair shall be the one presenting the request for funds to the  
2177 Finance Committee.

2178 C. At the end of the year, the monies in the ASWC Elections Scholarship Fund shall roll  
2179 over into itself.

2180 D. All petitions to run for ASWC office shall have a clause that reads “Students who  
2181 request it may receive reimbursement for their campaign expenditures.” Additionally,  
2182 petitions for office must outline the procedure to receive reimbursement.

2183 **Article XIV. Distribution, Revision & Suspension of the By-Laws**

2184 Section One. Distribution

2185 A. A copy of the Constitution and By-laws shall be placed in the hands of each member  
2186 of the Executive Council, Senate, Oversight Committee, salaried employee of ASWC  
2187 and the ASWC Advisor, at the time that those members take office, by the Executive  
2188 Director of Communications.

2189 B. A current version of the Constitution and By-laws shall be made available on the  
2190 ASWC website.

2191 C. Copies of the Constitution and By-laws shall be distributed to the President of the  
2192 College, the Dean of Faculty, the Chair of the Faculty, and the Dean of Students. A  
2193 copy shall also be placed in the files of the *Pioneer*.

2194 D. One copy of the Constitution and By-laws shall be placed on file in the ASWC  
2195 Office.

2196 1. Old Constitutions and By-laws, even though they may be outmoded by revision,  
2197 must be retained for at least five (5) years.

2198 Section Two. Revision

2199 A. The Executive Council or Senate shall have the power to propose revisions to these  
2200 By-laws.

2201 B. Proposed revisions shall be adopted by a majority of the Student Affairs Committee  
2202 and a two-thirds (2/3) majority vote of the Senate, each considered separately.

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2203 C. The Executive Director of Communications shall have the power to make  
2204 grammatical and stylistic modifications to the Constitution and By-laws and Rules,  
2205 provided the changes do not alter the substance of the documents.

2206 Section Three. Suspension

2207 A. A motion to suspend all or a portion of these By-laws is in order at any meeting of the  
2208 Senate. The Senate may suspend these by-laws only by unanimous consent of all  
2209 voting members present.