



CONSTITUTION OF THE ASSOCIATED STUDENTS OF WOODBURY UNIVERSITY

ARTICLE I: NAME

This organization shall be named the Associated Students of Woodbury University, from now on referred to as the ASWU.

ARTICLE II: OBJECT

Subject to the University President, The Associated Students of Woodbury University, as a collaborative and responsive organization, advocates for the needs and positive experiences desired by the widely diverse undergraduate student body at the Burbank Campus of Woodbury University. Striving to create a bridge between the administration, staff, faculty, and students to facilitate campus life by enhancing it through programs, leadership, and decision-making to constitute effective solutions.

ARTICLE III: MEMBERS

Section One: Composition

ASWU shall consist of the ASWU Officers, one representative from each active student organization, two senators from each academic school, and an advisor.

Section Two: Qualifications

ASWU members must:

1. Be full-time undergraduate students of Woodbury University on the Burbank campus.
2. Maintain at least a 2.5 cumulative grade point average.
3. Be free of academic or disciplinary restrictions.

Section Three: Positions

1. Officers

- a. The elected officers of ASWU shall be a President, an Executive Vice-President, a Vice-President of Finance, a Vice-President of Student Organizations, a Vice-President of Marketing, and a Vice-President of Student Life.
- b. Qualifications
 - i. The president shall verify the following qualifications before a nominee can become an official candidate for office.
 - 1. Be a full-time undergraduate student at Woodbury University on the Burbank campus.
 - 2. Have at least a 2.5 cumulative grade point average.
 - 3. Be free of academic or disciplinary restrictions.
 - 4. Attend at least one assembly meeting the semester in which they apply.
 - 5. Attend one candidate information session.
 - ii. Candidates for president must have served as a member of the executive board for a full term prior taking office.
 - iii. Candidates from the Vice President of Student life must have served as a CAB member or CAB intern for a full term prior to taking office.
 - iv. The President and Advisor shall have the final determination of eligibility.
 - v. Students may not run for more than one ASWU office in any elections.
- c. Campaigning
 - i. No campaigning may begin until the president verifies an applicant's requirements.
- d. Timeframe
 - i. The officers shall be elected by electronic ballot during the last week of February of each year to serve for one year.
- e. Elections
 - i. Only full-time undergraduate students at the Burbank campus can vote
 - ii. If a candidate does not receive a majority of the votes cast, a second ballot shall be conducted until one candidate receives a majority.
- f. Appointments
 - i. ASWU Assembly positions that remain open after the completion of regular elections become open because of resignations or removal from office shall be elected by a single nomination from the ASWU Executive Board with a two-thirds majority confirmation vote by the ASWU Assembly.
- g. Term of Office
 - i. An officer's term of office shall be one year beginning after graduation in the spring and shall conclude at the following year's graduation. There is no limit to the number of terms that a student may serve as an officer outside of the President position. The President position has a term limit of two (2) years.
- h. Vacancies

- i. When there is a vacancy in the President position, the Executive Vice-President shall fulfill the position. If the Executive Vice-President cannot fulfill the position, the Vice-President of Finance shall fill the position.
 - ii. If the Executive Vice-President, Vice-President of Finance, Vice-President of Student Organizations, or Vice-President of Student Life office becomes vacant before the end of the term, a new officer will be appointed.
- 2. Representatives
 - a. A Representative shall be the elected president or treasurer of each approved student organization on the Burbank campus and shall represent the organization on ASWU assembly.
 - b. Term of Office
 - i. A representative shall serve a term of one (1) academic semester. A representative's term of office shall begin during at the first ASWU assembly meeting in the fall semester or spring semester. There is no limit to the number of terms that a student may serve as a representative.
 - c. Vacancies
 - i. A student organization will have one week to fill any vacancies and may elect an alternative representative until their constitution allows elections.
- 3. Senators
 - a. Two senators shall represent each academic school on the Burbank campus. The ASWU president shall select senators with the approval of the Dean from the school the senator is representing.

Section Four: Attendance

An ASWU member shall be removed for failing to attend four (4) assembly meetings in a semester

ARTICLE IV: OFFICERS

Section One: President

- 1. Represent ASWU and the undergraduate students through communication with the Board of Trustees, administration, staff faculty, organizations, and others as necessary,
- 2. Present State of the Student Government and State of the Student Organizations during Board of Trustee Meetings,
- 3. Chair the ASWU Executive Board and ASWU Assembly meetings,
- 4. Coordinate retreats and transition sessions for ASWU members with the ASWU Advisor,
- 5. Oversee Elections. If the President wishes to participate in elections, the Executive Board shall appoint a person to oversee the elections,
- 6. Represent ASWU at University Cabinet meetings and appoint members of the ASWU Assembly to University committees and councils as needed, and
- 7. Enforce the ASWU Constitution and Bylaws.

Section Two: Executive Vice President

1. Record the minutes of the ASWU Executive Board, the ASWU Assembly, and OAC and make the minutes available to the Woodbury community,
2. Maintain and distribute records of the ASWU Constitution, Bylaws, roster, committee lists, and other documents created by ASWU,
3. Oversee communication of all ASWU information with the ASWU Assembly,
4. Provide a weekly attendance status to all members of the ASWU Assembly,
5. Co-coordinate ASWU awards with the Vice-President of Student Organizations,
6. Meet with the ASWU Advisor and ASWU President to evaluate performance at the end of each semester,
7. Oversee the internal operations of ASWU, which includes ASWU recruitment
8. Manage ASWU supporting staff,
9. Manage the spending of the campus life enhancement fund in cooperation with the Vice-President of Finance, and
10. Serve as the chair of a meeting in the absence of the ASWU President.

Section Three: Vice President of Finance

1. Co-Chair the ASWU Organizational Allocations Committee (OAC) meeting,
2. Determine eligibility for funding and review of all funding requests,
3. Verify reconciliation of allocated funds,
4. Coordinate training for the ASWU OAC members,
5. Manage all ASWU finances and serve as a financial advisor for the ASWU assembly
6. Maintain written accounts of all financial transactions, present information to the ASWU Executive Board at executive board meetings, and give an end of semester report to the undergraduate student body, and
7. Distribute ASWU fees by the ASWU Constitution and Bylaws.

Section Four: Vice President of Student Organizations

1. Stay in communication with the designated Student Affairs Staff Member who oversees student organizations,
2. Hold organizations accountable for:
 - a. Weekly attendance,
 - b. Following OAC Guidelines, and
 - c. All OAC paperwork,
3. Help coordinate all organizational fairs,
4. Help coordinate officer training with the designated Student Affairs Staff Member who oversees student organizations,
5. Maintain updated rosters for all organizations, and
6. Co-chair OAC and be knowledgeable about all policies and procedures of OAC.

Section Five: Vice President of Marketing

1. Manage publicity and outgoing information concerning ASWU events including:

- a. ASWU website,
 - b. Social media, and
 - c. Other forms of communication, such as a monthly pamphlet regarding updates,
2. Manage and oversee all promotional items for ASWU, and
3. Maintain creative control, with the approval of the ASWU Executive Board and ASWU Advisor.

Section Six: Vice President of Student Life

1. Serve as the Campus Activities Board chair and oversee members of the Campus Activities Board,
2. Develop and maintain all ASWU programs related to student life including:
 - a. AS-You Day,
 - b. One large-scale event in the Fall and Spring semesters (such as “Atmosphere” or “Woodstock”),
 - c. Welcome Week, and
 - d. Small-scale bi-weekly events,
3. Plan at least two events per month for the student body,
4. Work with the Vice-President of Marketing for all publicity and marketing of events,
5. Develop new events based on student needs, and
6. Establish connections with the Greater Los Angeles and Burbank community.

Section Seven: Advisor

1. Meet with the ASWU President on a weekly basis,
2. Approve ASWU financial transactions,
3. Meet with Executive Board members individually as needed,
4. Meet with the ASWU E-Board to evaluate performance at the end of each semester,
5. Coordinate leadership training for ASWU Executive Board and ASWU, and
6. Verify GPA eligibility ASWU Assembly Members.

ARTICLE V: ASSEMBLY MEETINGS

Section One: Assembly Meetings

Assembly meetings shall be held weekly for ninety (90) minutes beginning the second week of each semester and concluding the week before studio finals begin.

Section Two: Special meetings

Special Meetings may be called by the ASWU president, or upon the written request of the executive board. The president will provide the meeting date, time location and purpose at least five (5) days’ in advance, except in emergency cases authorized by the ASWU advisor.

Section Three: Quorum

A quorum of 75% of active voting members must be present before a vote can be taken.

ARTICLE VI: EXECUTIVE BOARD

Section One: Composition

The Executive Board shall consist of the officers of ASWU and the advisor.

Section Two: Responsibilities

Officers will provide a report detailing tasks performed and progress updates on projects and interactions with the student body and school administration.

Section Three: Meetings

1. Regular meetings shall be once a week for one-hundred and twenty (120) minutes throughout the semester. Meetings begin the second week of school and conclude the week before studio finals begin. Meeting time is set for the first week of the semester and is dependent on the class schedules of the Executive Board.
2. The president can call special meetings for matters that need urgent attention.
 - a. The president shall send written notification of special meetings and include the date, time, location, and the purpose of the special meeting.
 - b. The president shall give notice in writing.
3. Before Executive Board Members can vote a quorum of 100% must be present

ARTICLE VII: COMMITTEES

Section One: Standing Committees

1. The Campus Activities Board (CAB)
 - a. CAB shall provide a wide variety of programs and activities meant to enhance, educate, and entertain the undergraduate Woodbury University community.
 - b. CAB shall be comprised of ten (10) full-time undergraduate students, an advisor, CAB interns; and the Vice President of Student Life shall chair the committee.
2. The Organization Allocation Committee (OAC)
 - a. OAC shall be the funding committee for all organization events. Funded by ASWU.
 - b. Members
 - i. The Vice President of Finance and Vice President of Student Orgs shall co-chair OAC as non-voting members.
 - ii. Two (2) representatives of each organization shall attend as voting members.
 - iii. ASWU Executive Board, the ASWU Advisor, Senators and Invited Guests may attend, but will not have a vote.

Section Two: Special Committees

The ASWU President or Executive Board can form Special Committees.

Section Three: Authority

Committees are not authorized to act on their own. Committees shall make recommendations to ASWU before acting on behalf of the organization. Committees shall report as required or when requested by ASWU Executive Board.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section One: Constitution and Bylaws

Except as otherwise provided in the ASWU Constitution and By-laws, ASWU will conduct according to the current edition of Robert's Rules of Order.

Section Two: Parliamentarian

1. The President will appoint a parliamentarian to interpret the Constitution and Bylaws of ASWU.
2. The Parliamentarian shall rule on procedures to assure all actions of the ASWU Assembly are by the current edition of Robert's Rules of Order.
3. There shall be no term limits for the position of Parliamentarian.
4. The Parliamentarian does not need to be a member of the Executive Board.

ARTICLE IX: AMENDMENTS

Section One: Proposing Amendments

1. Any ASWU member may propose an amendment to this constitution with a second from another ASWU member.
2. ASWU will consider any amendments when ten percent (10%) of the undergraduate student body at the Burbank campus petitions the assembly to amend this constitution.

Section Two: Approval of an Amendments

1. ASWU will adopt amendments to this constitution by a two-thirds vote of Assembly members at a regular or special meeting.
2. Approved Amendments will take effect immediately unless the motion for the amendment includes a specific time frame.

ARTICLE X: AMENDED CONSTITUTION

The ASWU President is responsible for uploading the updated amendments to the ASWU website within ten (10) business days.