

**Bylaws
of the
Associated Students of
Whitman College
(ASWC)**

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Bylaws of the Associated Students of Whitman College (ASWC)



Chapter One: Members of ASWC

Article I: ASWC Members

- A. All enrolled students, as defined by Whitman College legislation, are members of the Associated Students at Whitman College (ASWC).
- B. All ASWC Members have access and rights to:
 - a. Participation in activities and organizations sponsored, funded and/or affiliated to ASWC.
 - b. Representation through ASWC Representatives and the structures of ASWC as outlined in Chapter Two.
 - c. Be eligible to run for any elected or appointed position in any ASWC Committee or ASWC-affiliated organization.
 - i. Students taking part in an Off-Campus Studies Program shall be considered members of ASWC only for the General Elections period as established in Chapter Three, Article II.
 - 1. The student in an Off-Campus Studies program shall return to Whitman College the semester following the General Election in order to be eligible to vote and/or run for a position.

Chapter Two: Senate

Article I: Purpose

- A. Senate is a gathering where all ASWC representatives convene to share progress, bring forth work that would benefit from the input of the other ASWC representatives, or work that requires a vote. The goal of Senate is to allow ASWC Student Representatives to communicate with other Representatives as well as all ASWC members. All ASWC Student Representatives are responsible for ensuring that Senate projects and resources are aligned with concerns and necessities of ASWC members and ASWC affiliated organizations.

Article II: ASWC Student Representatives

- A. An ASWC Student Representative is a person elected or appointed to an ASWC Committee for an academic year.
 - a. ASWC Student Representatives shall be elected or appointed as outlined in Chapter Three.
- B. Collectively, ASWC Representatives shall work to ensure that the interests and concerns of ASWC members are being represented and fulfilled to the best of their ability, continuously working toward a thriving, equitable, and well-connected Whitman College community.
- C. Duties of ASWC Student Representatives at Senate
 - a. All ASWC Student Representatives shall act with respect and good faith toward other members of Senate.
 - b. All ASWC Student Representatives shall attend Senate meetings.
 - i. The ASWC President shall inform the Chair of Oversight in the case that an ASWC Student Representative has missed two (2) or more Senate meetings in one (1) academic semester.
 - 1. The Chair of Oversight, alongside the Vice-Chair of Oversight, shall determine if an investigation for Dereliction of Duties, as outlined in Chapter Sixteen shall occur.
 - c. All ASWC Student Representatives may abstain from voting according to Chapter Nineteen, Article III.
- D. ASWC Student Representatives shall work consistently and intentionally toward the determined goals of ASWC members and ASWC affiliated organizations.
 - a. All ASWC Student Representatives shall attend their ASWC Committee meetings.

- i. The Chair of the ASWC Committee shall inform the Chair of Oversight in the case that an ASWC Student Representative has missed three (3) or more Committee meetings in one (1) academic semester.
 - 1. The Chair of Oversight, alongside the Vice-Chair of Oversight, shall determine if an investigation for Dereliction of Duties, as outlined in Chapter Sixteen, Article I, shall occur.
- b. All ASWC Student Representatives shall prepare for ASWC Committee and Senate meetings for efficient and meaningful engagement with the topics and issues presented.
- c. All ASWC Student Representatives shall participate in the work of their ASWC Committee and/or Senate in an active and thoughtful manner in discussions, votes, and accomplishment of tasks as necessary.

Article III: Duties of the ASWC President

- A. The ASWC President shall preside over Senate and its procedures.
 - a. The ASWC President shall maintain the schedule of the session and ensure that a productive space of dialogue and collaborative action is held at Senate.
 - b. The ASWC President shall establish the time, place, frequency and dates for all Senate meetings of that academic year.
 - c. The ASWC President shall compile and send the Agenda for each Senate session.
 - d. The ASWC President shall note excused absences from Senate.
 - e. The ASWC President holds the discretion to break ties in all votes done by Senate.
- B. The ASWC President shall perform or delegate administrative and procedural functions of Senate including but not limited to taking attendance, creating voting sheets, counting votes, and taking minutes.
- C. Attendance shall be taken at the beginning of each Senate session and Quorum shall be met in order to proceed with the meeting.
 - a. Quorum is met if a simple majority of the ASWC Student Representatives are present.
 - b. The Executive Council holds the discretion to forgo Quorum if accessibility to Senate is significantly hindered.
 - i. A three-quarters ($\frac{3}{4}$) vote from the Executive Council is necessary for its approval.
 - c. In the case that the Quorum is not met, the Executive Council holds the discretion to suspend that Senate meeting.

- i. A three-quarters ($\frac{3}{4}$) vote from the Executive Council is necessary for its suspension.
- D. The ASWC President holds the discretion to veto any motion proposed by Senate.
 - a. The ASWC President may veto each agenda item no more than twice (2).
 - b. The veto motion may only be used between the first vote by Senate on the matter and the end of the following Senate.
 - c. Senate may overrule the veto by voting.
 - i. This vote shall follow a synchronous voting procedure.
 - ii. Any vote shall reach the following majority of the vote that has been vetoed. (e.g. simple majority to $\frac{2}{3}$ majority, or $\frac{2}{3}$ majority to $\frac{3}{4}$ majority.)

Article IV: Senate Procedure

- A. Senate meetings shall be open to all ASWC members to listen and provide feedback on any presented item.
 - a. ASWC Student Representatives shall be the only ones allowed to vote.
- B. Agenda Procedure
 - a. The ASWC President shall compile and create the Agenda for each Senate session and distribute it to all ASWC Student Representatives and the ASWC Advisor no later than two (2) days prior to the start of that Senate session.
 - b. Agenda Items shall be presented by at least one (1) member of the presenting party. Each item shall be addressed in the following manner:
 - i. Presentation
 - 1. The presenter and supporting parties shall provide helpful context and explain the work they have done regarding the presented item. This may involve reiterating their processes, introducing individuals involved, and sharing their rationales.
 - ii. Questions
 - 1. ASWC Student Representatives present at Senate may ask any follow-up questions not answered in prior shared materials or during the presentation. Questions are posed in pursuit of directly relevant and supportive information.
 - iii. Discussion
 - 1. ASWC Student Representatives present may have a dialogue about the potential implications, benefits, and any thoughts on the presented Item. The discussion period may focus on the



information being exchanged, not necessarily the vote that will follow.

iv. Voting

1. ASWC Student Representatives vote about the presented item as described in Chapter Nineteen, Article III.

- c. The ASWC President, in consultation with the Chair of Oversight, holds the discretion to make changes to the Agenda item process during the Senate session.

C. Arrangement

a. Location

- i. The ASWC President shall, in consultation with the Executive Council and ASWC Advisor, determine the location of Senate sessions for that academic year.

1. All Senate sessions shall be held in a public forum, accessible by all ASWC members.

b. Time

- i. The ASWC President shall, in consultation with the Executive Council and ASWC Advisor, determine the time of Senate sessions for that academic year.

- ii. All ASWC Student Representatives present at Senate are expected to participate for a maximum period of two (2) hours.

1. The ASWC President may choose to extend the session, but present ASWC Student Representatives are not obligated to remain beyond that time period.

c. Seating

- i. The ASWC President and the ASWC Advisor shall determine the seat arrangement of all ASWC Student Representatives for all Senate sessions of that academic year.

- d. In the case of a virtual Senate, all relevant procedures shall remain the same.

Article V: Land Acknowledgement

- a. At the first Senate of each semester, the ASWC President shall read the official Native People's Acknowledgement to the Senate body.



- b. At subsequent Senates of the semester, the President shall read the abbreviated version of the Native People's Acknowledgment.
 - i. The abbreviated version will be used for other ASWC-sponsored events and documentation.
- c. The official Native People's Acknowledgement and abbreviated version shall be publicly available on the ASWC website, which shall be accompanied by related resources, including but not limited to history, literature, petitions, and donations.
- d. At the beginning of each academic year:
 - i. Members of the Sustainability and Diversity, Equity and Inclusion Committees shall lead a workshop to have all Senators reflect on the official Native Peoples Acknowledgement.
 - ii. The Native People's Acknowledgement and resource page shall be reviewed by the entire Senate body with feedback from the wider student body, collected by the Student Outreach Committee.

Chapter Three: Elections and Hiring Procedures

Article I: Administration

- A. The Oversight Committee holds complete jurisdiction over the General Election, Recall Procedure, and Vacancy Procedure, and shall oversee any ASWC Committees Hiring Procedures.
 - a. Members of the Oversight Committee shall hold all elections and hiring procedures with no conflict of interest and/or bias.
 - i. A conflict of interest exists when a person's academic, professional, or personal interest in an election and/or hiring procedure would preclude the person from being able to execute their duties fairly and impartially.
 - ii. Bias occurs when a person shows favoritism or partiality towards some people and not others.
 - b. In the case that a member of the Oversight Committee discloses a conflict of interest or bias, the member shall abstain from participating in the electoral procedure outlined by the Oversight Committee for that Electoral period.
- B. Any additional Election Rules established by the Oversight Committee for an electoral period shall be approved by a two-thirds ($\frac{2}{3}$) vote of Senate no later than seven (7) days prior to the beginning of that electoral period.

Article II: General Election

- A. Definition
 - a. General Election is an electoral procedure where seats for the Executive Council (President, and Chairs of the Finance, Student Development, Sustainability, and Diversity, Equity, and Inclusion, Nominations and Appointments, and Communications Committee) are elected for the upcoming academic year.
- B. Eligibility
 - a. All ASWC members, as defined in Chapter One, are eligible to run for a position and able to vote in the General Election.
 - b. Students being part of an Off-Campus Studies program shall be eligible to vote and run for a position in the General Election.
 - i. The student of an Off-Campus Studies program shall return to Whitman College the semester following the General Election in order to be eligible to vote and/or run for a position.

C. Petitions

- a. The Oversight Committee, alongside the Communications Committee, shall make available digital petitions for each of the Executive Council positions to all ASWC members on the Monday of the fourth (4th) week of classes of the Spring semester.
 - i. The release of the petitions to all ASWC members shall mark the first day of the General Elections period.
- b. Applicants shall submit digitally a complete version of the petition to the Chair of Oversight. The petition shall include but not be limited to:
 - i. The description of the job position.
 - ii. The name, pronouns, class year, major, photography, and platform of the applicant.
 1. A candidate's platform shall not exceed two-hundred and fifty (250) words which shall not be subject to changes by the applicant after its submission.
 - iii. The name, class year, and signature of at least thirty (30) ASWC members eligible to vote in that electoral period.
 - iv. If the applicant is running for Nominations and Appointments or Communications, confirmation that they have spent no less than one (1) semester as a student representative on Senate.
- c. The Oversight Committee may reject the petition proposal of any ASWC member that fails to complete the beforehand criteria.
- d. The Oversight Committee shall facilitate a Town Hall for the presentation of the General Election period to all ASWC members no later than five (5) days before the end of the petitioning period.
 - i. The Town Hall shall follow any other procedures as outlined in Chapter Eighteen.
- e. Petitions shall close five (5) weeks after the beginning of the General Elections period.

D. Campaign

- a. The Oversight Committee shall open the campaigning period for candidates on the first day of the fifth week after the beginning of the General Elections period.
- b. The Communications Committee, alongside the Chair of Oversight, shall make available the biographical information and platform for each candidate running for that General Election period to all ASWC members no later than five (5) days after the campaign period starts.

- c. The Oversight and Communications Committees, alongside the ASWC Advisor, shall organize and host debates for each of the Executive Council positions that are being elected in the General Elections.
 - i. All candidates should be provided with equitable opportunities to be present and participate in the debate for the Executive Council position they are running for.
 - ii. The organizers shall provide streamings of the debates that are accessible to all students who are in Off-Campus Studies programs.
 - 1. A recorded copy of the debates shall be archived, with public access, by the Communications Committee.
- d. Candidates who seek financial support for their campaign may apply to the Travel and Student Development Fund prior to the end of the campaigning period.
- e. The Oversight Committee shall internally vote to disqualify any candidate that is found to be involved in negative campaigning of any kind.
 - i. Negative campaigning is defined as any verbal or written attack, made by a candidate, which is directed at any member of the Whitman College community that is based on their race, gender, ethnicity, nationality, sexual orientation, religious belief, political belief, academic performance, physical or mental health condition, and/or socio-economic status.
- f. The Oversight Committee shall initiate an investigation on any candidate that is found to be campaigning outside the established dates.
- g. The campaigning period shall close twenty five (25) days after it is opened.

E. General Election Vote

- a. The Oversight Committee shall preside over the General Elections Vote on the three (3) days following the end of the Campaigning period.
- b. The Oversight Committee shall create a digital ballot that contains the name and photographs of all the candidates for that electoral period.
 - i. The ASWC Advisor may assist with the creation of the ballot.
 - ii. The ballot shall be accessible at the voting centers while these remain open.
- c. The Oversight Committee, alongside the Communications Committee, shall inform all ASWC members of the schedule for the day no later than two (2) days prior to the General Elections Vote.
 - i. The Oversight Committee shall establish the opening and closing times of the remote and in-person voting centers.

- d. The Oversight Committee shall establish a digital voting system that is available for remote and in-person voting.
 - i. The ASWC Advisor may assist with the creation of the voting system.
- e. The Oversight Committee shall serve as Electoral Observers in the in-person voting centers while these remain open.
 - i. Electoral Observers shall supervise that all voting procedures are performed in accordance with the ASWC Constitution, ASWC bylaws, and/or any other Election Rules established by the Oversight Committee for that electoral period.
 - ii. One (1) Electoral Observer shall be present at all times in each of the in-person voting centers.
 - iii. The sitting Executive Council may, as the Oversight Committee deem necessary, serve as Electoral Observers in the in-person voting centers as long as they do not present a conflict of interest or bias.
- f. The Oversight Committee shall conduct the General Elections under a simple majority voting system.
 - i. The candidate that obtains a simple majority vote from the total number of submitted votes shall be declared as the newly elected member of the Executive Council in the position they are running for.

F. Election Results

- a. The Oversight Committee shall establish the Election Results the day after the conclusion of the General Election Vote.
 - i. The release of the election results to all ASWC members shall mark the end of the General Elections period.
- b. The complete and certified returns of the final results of the General Elections shall be made available to all ASWC members by the Chair of Oversight, alongside the Communications Committee, no later than one (1) day after the General Elections Day.
 - i. Only the Student Representatives of the Oversight Committee hold the power to certify the final results of the General Election.
 - 1. The ASWC Advisor shall supervise the process of certification.
 - ii. Any documentation concerning the final results shall be archived, with public access, by the Communications Committee.

G. Electoral Investigations

- a. In case of allegations of failure to comply, from any of the candidates, with the ASWC Constitution, ASWC bylaws, and/or with any other Election Rules

established by the Oversight Committee for that electoral period, the Oversight Committee shall initiate an Electoral investigation as stated in Chapter Sixteen, Article I.

Article III: Recall Procedure

- A. A recall is the procedure by which any ASWC member may propose the removal of any elected ASWC student representative between the Results Day of the electoral procedure in which they were elected and the initiation of their term.
- B. The Chair of Oversight shall provide, upon request, a digital recall proposal form to any ASWC member no later than one (1) day after the request is digitally made.
- C. The Oversight Committee shall reject the recall proposal form of any ASWC member that fails to meet the following criteria:
 - a. Application is not grounded in any procedure or matter not regulated or established by the ASWC Constitution, ASWC bylaws, and/or any other Election Rules established by the Oversight Committee for that electoral period.
 - b. Applicants shall present to the Chair of Oversight a digital petition that contains the signatures of a minimum of five percent (5%) of the total number of ASWC members eligible to vote in that electoral period, no later than seven (7) days after the digital petition is started.
 - c. Applicants shall initiate the recall process no later than five (5) days after the electoral results are made available to all ASWC members.
 - i. The Chair of Oversight holds the discretion to receive recall proposals from any ASWC member outside of the application deadline.
- D. The Oversight Committee shall initiate the recall procedure for any elected ASWC student representative no later than five (5) days after a completed version of the digital recall proposal form is submitted to the Chair of Oversight.
 - a. The Oversight Committee shall establish if the application fulfills the beforehand criteria.
 - b. If such an application is established to fulfill the minimum criteria, the Chair of Oversight shall initiate a Vacancy procedure.

Article IV: Vacancy Procedure

- A. A vacancy is the procedure by which an elected ASWC student representative is removed from the position they were elected for between the Results Day of the electoral procedure in which they were elected and the initiation of their term.
- B. Line of Succession
 - a. The second candidate with the highest number of votes in the elected position

that is vacant shall be appointed as the new elected Student Representative by Senate.

- i. A two-thirds ($\frac{2}{3}$) vote is necessary for their appointment.
 - ii. If the runner-up candidate declines the position, or if the two-thirds ($\frac{2}{3}$) vote does not pass, the procedure shall be repeated until Senate appoints a candidate or there are no more potential candidates.
- b. If Senate fails to appoint a candidate from the election ballot, a current member of the committee where the position was vacant shall be appointed as the newly elected student representative by Senate.
 - i. Any member of Senate may nominate a candidate who is a current member of the committee where the position was recalled.
 1. The nominee reserves the discretion to decline their candidacy.
 - ii. A current member of the committee where the position was recalled may nominate and/or be nominated to be a candidate for the available position.
 1. The nominee reserves the discretion to decline their candidacy.
 - iii. The nomination and voting processes shall be presided over by the Chair of Oversight.
 1. Any member of Senate may nominate one (1) current member of the committee where the position was recalled to fulfill the available position.
 2. The Chair of Oversight shall read to Senate all nominations.
 3. The Chair of Oversight shall open a digital anonymous voting poll for all members of Senate that includes all nominees.
 4. All members of Senate shall vote.
 - a. A two-thirds ($\frac{2}{3}$) vote is necessary for their appointment.
 - iv. If the committee where the position is vacant has no current members or all current members decline their candidacies, the most recent, and available, past members shall be considered for the procedure, as long as they remain members of ASWC as established in Chapter One.
- c. If Senate fails to appoint a candidate from the current and past members of the committee, the Executive Council shall conduct a hiring procedure as stated in Chapter Three, Article V, section B.
 - i. All members of the Executive Council may be part of the application review and interviewing procedures.
 1. The Chair of Nominations and Appointments shall preside over the hiring procedure.

- d. If Senate is unable to convene, all procedures established under the Line of Succession shall be conducted by the Executive Council.

Article V: ASWC Committees Hiring Procedures

A. Internal Senate Election

- a. The Internal Senate Election is the procedure by which the following position is elected for the upcoming academic year:
 - i. Chairs of the Oversight Committee.
- b. Only the current members of the Senate at the end of an academic year shall participate in this election.
- c. The Internal Senate Election shall occur during a bi-weekly Senate meeting no earlier than five weeks prior to the scheduled end of the academic year.
- d. The Internal Senate Elections shall occur as follows:
 - i. A week before the scheduled Internal Senate Election, the President or designee shall release a petition form to the entirety of the Senate.
 - 1. Those interested in running for a position shall complete this form no later than 11:59 pm on the Friday prior to the Internal Senate Election.
 - 2. A candidate may run for no more than one position.
 - 3. The President or designee shall close this petition form at 11:59 pm on the Friday prior to the Internal Senate Election.
 - 4. The petition form shall ask for candidates name, interested position, and candidate platform for the upcoming academic year.
 - ii. After the petition form is closed, the President or designee shall create a voting sheet including all candidates and their platforms.
 - 1. These presentations will be presented to the Senate in the following order: Nominations and Appointments, Communications, and Oversight.
 - iii. After each presentation, the candidates running for that committee will receive time to address the Senate. Time shall be allotted and monitored by the President or designee.
 - iv. Once all presentations have been completed and each candidate has fulfilled their allotted time, voting shall occur.
 - 1. This vote shall follow a synchronous voting procedure.

- e. The Senate Internal Election shall be conducted under a simple majority voting system.
- f. After the voting period has ended, the President or designee shall, in collaboration with the Communications Committee, view the results and alert ASWC members of the election results.
 - i. Should any members of the Communications Committee run for candidacy in the Internal Senate Election, they shall be removed from this process.

B. Internal Committee Election

- a. The Internal Committee Election is the procedure by which the following positions are elected:
 - i. Vice-Chairs of Finance, Student Development, Sustainability, Nominations and Appointments, Communications, Oversight, and Diversity, Equity and Inclusion Committees.
- b. The Vice-Chair of each committee shall be elected prior to the beginning of the second (2nd) Senate of the fall semester of each academic year.
 - i. The Vice-Chair shall serve for the entirety of that academic year.
 - 1. In the event that the Vice-Chair assumes as the new Chair, the committee shall elect a new Vice-Chair for the remainder of the academic year no later than fourteen (14) days after they assume their new duties.
- c. The nomination and voting processes shall be presided over by the sitting Chair of the committee.
 - i. The Chair of Oversight may, as the Chair of the committee deem necessary, be present during the nomination and voting processes.
 - ii. Any current member of the committee may nominate and/or be nominated to be a candidate for the position being elected.
 - 1. The nominee reserves the discretion to decline their candidacy.
 - iii. The sitting Chair shall open an anonymous voting process for all current members of the committee.
 - iv. All current members of the committee shall vote.
 - 1. A simple majority vote is necessary for the election of the position.
 - 2. The Chair of the committee holds the discretion to abstain.

- d. The sitting Chair of the committee shall introduce the new person elected for the Chair or Vice-Chair position in the upcoming scheduled Senate.

C. ASWC General Hiring

- a. The ASWC General Hiring is the procedure by which the Chairs of the Finance, Student Development, Nominations and Appointments, Sustainability, Communications, Oversight, and Diversity, Equity and Inclusion Committees shall hire an ASWC member to fulfill any vacancy within their committees.
- b. Any ASWC member, as defined in Chapter One, shall be eligible to apply for an available position.
- c. The ASWC General Hiring shall initiate whenever the Executive Council, in consultation with the ASWC Advisor, deems it necessary.
 - i. The ASWC General Hiring shall be initiated no later than thirty (30) days prior to the beginning of the fall semester of each academic year.
 - ii. The Chair of Oversight shall oversee the General Hiring procedure.
- d. Procedure
 - i. The Chair of each ASWC Committee shall inform the other members of the Executive Council about the number of new committee members they intend to hire.
 - ii. A public announcement shall be made by the Communications Committee to all ASWC members.
 - 1. The public announcement shall include a digital common application created by the Chair of Oversight, that includes but is not limited to:
 - a. A description of ASWC and its Committees.
 - b. The minimum requirements for the open position established by the Executive Council and/or the Chair of the ASWC Committee with available positions.
 - c. Name, pronouns, WID number, class year, institutional email, and major of the applicant.
 - d. A minimum of two (2) options of Committee preference.
 - e. A minimum of two (2) questions specific to each of the ASWC Committees with available positions.
 - 2. The application shall remain open for at least twenty-one (21) days after it is made available to all ASWC members.

3. The Chair of Oversight may reject the application of any ASWC member that fails to complete the beforehand criteria.
 4. The Chair of Communications may work alongside the ASWC Advisor and Chair of Oversight to ensure that applications are available in the institutional hiring platform.
 5. Submitted applications shall be archived and only accessed by the Executive Council and may be accessed by the Vice-Chair of the Oversight Committee, ASWC Advisor, and Student Activities Assistant upon request.
- iii. Review of applications and interviews shall be performed by the Chairs of the two (2) Committee preferences selected by the applicant no later than seven (7) days after the applications are closed.
1. The Chairs of the two (2) Committees selected by the applicant shall be present during the interview.
 - a. If one of the Chairs is unable to attend the interview, another member of the Executive Council shall fill their position.
 - b. The Chairs of the two (2) Committees selected by the applicant hold the discretion to deny the candidates that are going to be interviewed.
 2. In the case that an applicant selected only one Committee as their preference, another member of the Executive Council shall be present during the interview process.
 3. A document with a summary of the interview shall be archived and only accessed by the Executive Council and may be accessed by the Vice-Chair of the Oversight Committee, ASWC Advisor, and Student Activities Assistant upon request.
- iv. The Chair of the hiring ASWC Committee shall inform selected applicants about the committee's hiring decision no later than three (3) days after all interviews are conducted.
- v. The ASWC President shall inform applicants that are not selected about the hiring decision no later than three (3) days after all interviews are conducted.

- e. The ASWC General Hiring shall conclude no later than three (3) days prior to the beginning of the ASWC General Retreat.
 - i. All new Student Representatives hired during the General Hiring shall attend the ASWC General Retreat at the beginning of the fall semester of each academic year.

D. Student Representative Appointment

- a. The Student Representative Appointment is the procedure by which the Chairs and Vice-Chairs of the Finance, Student Development, Nominations and Appointments, Sustainability, Communications, Oversight, and Diversity, Equity and Inclusion Committees shall hire an ASWC member to fulfill any vacancy within their committees posterior to the ASWC General Retreat of that academic year.
 - i. In the case that the Vice-Chair has not been elected in the committee or that this person presents a conflict of interest or bias toward an applicant, another member of the committee shall fill their position in the hiring procedure.
- b. Any ASWC member, as defined in Chapter One, shall be eligible to apply for an available position.
- c. The Student Representative Appointment shall initiate whenever the Chair of the hiring ASWC Committee deems it necessary.
 - i. The Student Representative Appointment shall not be initiated after the Finance Committee has begun the process of producing stipends for that academic semester.
 - 1. In the case that the vacancy is opened after the stipend process is initiated by the Finance Committee, the position shall not be fulfilled before the end of that academic semester.
- d. Procedure
 - i. The Chair of the hiring ASWC Committee shall inform Executive Council about their intentions of hiring a new committee member.
 - 1. The Chairs of the Finance, Oversight, and/or Nominations and Appointments Committees may, as the Chair of the hiring ASWC Committee deems necessary, serve as an advisor in the hiring process.

- ii. A public announcement shall be made by the Communications Committee to all ASWC members.
 - 1. The public announcement shall include a digital application provided by the Chair of the hiring ASWC Committee that includes but is not limited to:
 - a. A description of ASWC and the Committee.
 - b. The minimum requirements for the open position established by the Chair and Vice-Chair of the hiring ASWC Committee.
 - c. Name, pronouns, WID number, class year, institutional email, and major of the applicant.
 - d. A minimum of two (2) questions regarding the functioning of the Committee.
 - 2. The application shall remain open for at least seven (7) days after it is made available to all ASWC members.
 - 3. The Chair of the Committee, in consultation with the Chair of Oversight, may reject the application of any ASWC member that fails to complete the beforehand criteria.
 - 4. The Chair of Communications may work alongside the ASWC Advisor and the Chair of Oversight to ensure that applications are available in the institutional hiring platform.
 - 5. Submitted applications shall be archived and only accessed by the Chair and Vice-Chair of the hiring ASWC Committee and Chair of Oversight and may be accessed by the Chair Vice-Chair of the Oversight Committee, ASWC Advisor, and Student Activities Assistant upon request.
- iii. Review of applications and interviews shall be performed by the Chair and Vice-Chair of the hiring ASWC Committee no later than seven (7) days after the applications are closed.
 - 1. The Chair and Vice-Chair shall be present during the interview.
 - a. If one of them is unable to attend the interview, another member of the Committee shall fill their position.
 - b. The Chair and Vice-Chair hold the discretion to deny the candidates that are going to be interviewed.

2. A document with a summary of the interview shall be archived and only accessed by the Chair and Vice-Chair of the hiring ASWC Committee and the Chair of the Oversight Committee, and may be accessed by the Vice-Chair of the Oversight Committee, ASWC Advisor, and Student Activities Assistant upon request.
 - iv. The Chair of the hiring ASWC Committee shall inform applicants about the committee's hiring decision no later than three (3) days after all interviews are conducted.
 - v. The Chair of the hiring ASWC Committee shall introduce the new committee member in the upcoming scheduled Senate.
 - e. All new Student Representatives hired through the Student Representative Appointment shall receive an adapted version of the ASWC General Retreat provided by the Student Development Committee.
- B. Unethical Conduct
- a. In case of allegations of unethical conduct or failure to comply, by the Chair or Vice-Chair of an ASWC Committee, with the ASWC Constitution and/or ASWC bylaws during any of the stages of the hiring procedure, the Oversight Committee shall initiate an investigation as stated in Chapter Nine, Article IV.

Chapter Four: Executive Council

Article I: Purpose

- A. The Executive Council shall act as the governing body in an equitable and sustainable manner over ASWC Committees and proceedings. The Executive Council shall establish the broadest goals of ASWC, maintain communication between all branches of ASWC, and ensure collaborations function in a way that holds all parties accountable. The members of the Executive Council are responsible for ensuring that all functions and proceedings are aligned with the necessities and concerns of the ASWC members and ASWC affiliated organizations.

Article II: Composition

- A. The Executive Council shall be composed of the ASWC President and the Chairs of all ASWC Committees.
 - a. The President, and Chairs of the Finance, Student Development, Sustainability, and Diversity, Equity, and Inclusion Committees are elected in the General Election as outlined in Chapter Three, Article Two.
 - b. The Chairs of the Nominations and Appointments, Communications, and Oversight Committees are elected in the Internal Committee Election as outlined in Chapter Three, Article V.
- B. Succession
 - a. In the case that the ASWC President resigns, is no longer a member of ASWC as established in Chapter One, or is impeached as outlined in Chapter Nine, Article V, the Executive Council shall nominate a candidate from within the Council to be voted by Senate as ASWC Interim President.
 - i. Any current member of the Executive Council may nominate and/or be nominated to be a candidate for the position of ASWC Interim President.
 - 1. The nominee reserves the discretion to decline their candidacy.
 - 2. All nominations shall be done anonymously.
 - 3. All members of the Executive Council shall nominate a person for the position.
 - ii. The Chair of Oversight collects and announces all the secret ballot nominations.
 - 1. The two (2) nominees with the highest number of nominations shall be selected to be voted on by the Executive Council.

- iii. The Chair of Oversight shall open an anonymous voting process with the two (2) nominees for all members of the Executive Council.
 - 1. All current members of the Council shall vote.
 - a. A simple majority vote is necessary for the election of a candidate.
 - b. No members of the Council shall abstain.
 - iv. The person elected shall serve as the Executive Council candidate for ASWC Interim President.
 - v. The Chair of Oversight shall present the candidate to Senate for their appointment.
 - 1. In case the Chair of Oversight is the candidate, the Chair of Nominations and Appointments shall preside over the procedure.
 - 2. A two-thirds ($\frac{2}{3}$) vote from Senate is necessary for the candidate's election as ASWC Interim President.
 - a. This vote shall follow a synchronous voting procedure.
 - b. If the candidate does not reach the necessary number of votes, the candidate is disqualified, and the nomination process shall be repeated by the Executive Council with the previous candidate being unable to participate.
 - vi. The ASWC Interim President shall serve until the end of the academic semester they are elected for.
- b. In the case that all members of the Executive Council who received nominations decline their candidacies, the Executive Council shall nominate a member of Senate and follow the procedure outlined in the Succession section.
 - c. The Oversight Committee shall conduct an election for the ASWC President position no later than the following academic semester.
 - i. The Oversight Committee shall conduct this election following all the procedures established for the General Election as outlined in Chapter Three, Article II.
 - d. In the case that another member of the Executive Council resigns, is no longer a member of ASWC as established in Chapter One, or is impeached as outlined in Chapter Nine, Article V, the Vice-Chair of the Committee shall assume as the new Chair of the Committee for the rest of that academic year as outlined in Chapter Three, Article V.

Article III: Duties

A. Members of the Executive Council shall:

- a. Establish a plan of succession for the upcoming elected Executive Council.
 - i. The plan of succession shall initiate no later than seven (7) days after the end of the General Election period.
 - b. Meet at least twice (2) every month of the academic year.
 - i. Meetings shall be facilitated by the ASWC President.
 - ii. Meetings of the Executive Council may be open to the public. A three-quarters ($\frac{3}{4}$) vote from members of the Council is necessary for its approval.
 - iii. In the case that the Chair of a Committee is unable to attend one meeting, the Vice-Chair of that Committee may attend on their behalf.
 - c. Ensure that their committee is complying with the ASWC Constitution and current Committee bylaws.
 - d. Support and guide their committee members with projects and responsibilities
 - e. Hold the power to authorize the distribution of any ASWC fund in cases where the Finance Committee and/or Senate are unable to convene.
 - i. The Chair of Finance shall preside over these procedures.
 - f. Serve as Electoral Observers for the General Election, at the discretion of the Oversight Committee, as outlined in Chapter Three, Article II.
 - g. Conduct the Vacancy Procedure when Senate is unable to as outlined in Chapter Three, Article IV.
 - h. Conduct the ASWC General Hiring as outlined in Chapter Three, Article V.
 - i. Vote on funding requests from Clubs with quantities above two thousand (\$2000) dollars as outlined in Chapter Seven, Article V.
 - j. Vote on the amount assigned to Club Sports during the budgeting process as outlined in Chapter Seven, Article V.
 - k. Present the accomplishments of their Committee to Senate at the last meeting of each academic semester.
 - l. Vote on Town Hall challenges as outlined in Chapter Eighteen, Article II.
 - m. Vote on Emergency Fund Requests as outlined in Chapter Seven, Article VII.
 - n. Vote on Legislation appeals as outlined in Chapter Nineteen, Article II.
 - o. Serve as a consultant for the Oversight Committee in determining other voting procedures for legislation pieces as established in Chapter Nineteen, Article III.
 - p. Work closely with the ASWC Advisor and Student Activities Assistant.
 - q. Distribute ASWC Awards.
- B. The President shall:
- a. Preside over Senate and its procedures, unless specified otherwise in the ASWC Constitution and/or Bylaws.

- b. Note excused absences from Senate.
 - c. Hold the discretion to veto any motion proposed by Senate.
 - i. The ASWC President may veto each agenda item no more than twice (2).
 - ii. The veto motion may only be used between the first vote by Senate on the matter and the end of the following Senate.
 - iii. Senate may overrule the veto by voting.
 - 1. This vote shall follow a synchronous voting procedure.
 - 2. Any vote shall reach the following majority of the vote that has been vetoed. (e.g. simple majority to 2/3 majority, or 2/3 majority to 3/4 majority.)
 - d. Hold the discretion to break ties in all votes done by Senate.
 - e. Preside over the Executive Council.
 - f. Establish the agenda and voting items for all Senate and Executive Council meetings.
 - i. The ASWC President holds the discretion to call Extraordinary Senate sessions and Emergency Executive Council meetings.
 - g. Meet with the President of the College and the Dean of Students at least twice (2) per academic semester.
 - h. Serve as the liaison between ASWC and the ASWC Advisory Group.
 - i. The ASWC President holds the discretion to meet with the ASWC Advisory Group whenever they deem necessary.
 - i. Serve as an ex-officio non-voting member on the Student Life Committee as outlined in the Faculty Code.
 - j. Maintain all records of the Executive Council
 - k. Inform applicants that are not selected during the General Hiring as outlined in Chapter Three, Article V.
 - l. Preside over impeachment procedures as outlined in Chapter Nine, Article V.
 - m. Organize the ASWC General Retreat alongside the Chair of Student Development as outlined in Chapter Ten, Article III.
 - n. Preside over Town Halls as outlined in Chapter Eighteen.
 - o. Inform Senate about the challenges to legislation pieces as outlined in Chapter Nineteen, Article II.
 - p. Support the Constitutional amendment procedure as outlined in Chapter Nineteen, Article III.
- C. The Chair of Communications shall:
- a. Preside over and hire for the Communications Committee.
 - b. Take or oversee the taking of accurate minutes of all ASWC Senate proceedings and executive council meetings and ensure the distribution of these documents

where appropriate.

- c. Maintain all records of the Communications Committee.
- d. Develop and convey ASWC's image and voice and communicate business with all members of ASWC;
 - i. Maintain and update ASWC's website and social media platforms
- e. Solicit input and feedback on ASWC related matters.
- f. Maintain all records of the Associated Students of Whitman College.

D. The Chair of Diversity, Equity, and Inclusion shall:

- a. Preside over the DEI Committee.
- b. Hire Student Representatives for the DEI Committee as outlined in Chapter Three, Article V.
- c. Conduct the Internal Committee Election as outlined in Chapter Three, Article V.
- d. Facilitate a session for the ASWC General Retreat as outlined in Chapter Six, Article III.
- e. Maintain all records of the DEI Committee.
- f. Attend the Cultural Excellence Committee.
- g. Advocate for greater plans and actions taken by Whitman College in regard to diversity, equity, and inclusion.
- h. Meet with the Vice President of Diversity and Inclusion at least twice (2) per academic semester.
- i. Serve on the Cultural Excellence Committee.
- j. Hold the discretion to review the ASWC Native People's Acknowledgement, alongside the Chair of Sustainability.

E. The Chair of Finance shall:

- a. Preside over the Finance Committee.
- b. Hire Student Representatives for the Finance Committee as outlined in Chapter Three, Article V.
- c. Conduct the Internal Committee Election as outlined in Chapter Three, Article V.
- d. Facilitate a session for the ASWC General Retreat as outlined in Chapter Seven, Article III.
- e. Maintain all records of the Finance Committee.

- f. Preside over all procedures for the establishment of an annual ASWC Membership Fee as outlined in Chapter Seven, Article IV.
 - g. Conduct all procedures of the ASWC Budget as outlined in Chapter Seven, Article V.
 - h. Oversee all monetary transactions from all ASWC funds and accounts of ASWC-affiliated organizations.
 - i. The Chair of Finance shall, alongside the Student Activities Assistant, maintain an up-to-date database of all ASWC-controlled funds.
 - ii. The Chair of Finance shall authorize the distribution of all ASWC funds.
 - iii. The Chair of Finance shall, alongside the Student Activities Assistant, provide financial statements to any ASWC affiliated organization upon request.
 - i. Present a report including all financial activities of ASWC at the end of each fiscal year to Senate.
 - j. Collect information regularly from the Student Activities Assistant regarding all ASWC funds and accounts.
 - k. Assist the ASWC Advisor in the creation and distribution of Budget Manager Training materials no later than three (3) weeks after the beginning of each academic semester.
 - l. Meet with the Chief Financial Officer of Whitman College at least once (1) per academic semester to discuss the ASWC Budget.
 - m. Meet with the Business Office at least once (1) per academic semester to discuss the ASWC Budget.
 - n. Serve on the President's Budget Advisory Committee.
 - o. Preside over auditing procedures of all ASWC funds and accounts, alongside the Chair of Oversight.
- F. The Chair of Nominations and Appointments shall:
- a. Preside over the Nominations and Appointments Committee.
 - b. Hire Student Representatives for the Nominations and Appointments Committee as outlined in Chapter Three, Article V.
 - c. Conduct the Internal Committee Election as outlined in Chapter Three, Article V.
 - d. Maintain all records of the Nominations and Appointments Committee.

- e. Preside over the Vacancy Procedure when Executive Council conducts it as outlined in Chapter Three, Article IV.
 - f. Provide training for all new members of the committee as outlined in Chapter Eight, Article III.
 - g. Serve as a liaison to the Board of Trustees, Student Life Committee, Student Affairs Committee, Budget Committee, and President's Sustainability Committee.
 - h. Preside over all nominations and appointment procedures for all positions in the ASWC Committee Appointments document as outlined in Chapter Eight, Article III.
 - i. Preside in Senate over the process of formation of new College and Advisory Committees.
 - j. Serve as a liaison between members of the College Administration and Faculty, and students appointed for all positions outlined in the ASWC Committee Appointments document.
- G. The Chair of Oversight shall:
- a. Preside over the Oversight Committee.
 - b. Hire Student Representatives for the Oversight Committee as outlined in Chapter Three, Article V.
 - c. Conduct the Internal Committee Election as outlined in Chapter Three, Article V.
 - d. Facilitate a session for the ASWC General Retreat as outlined in Chapter Nine, Article III.
 - e. Preside over the Oversight Committee over the General Election, Recall Procedure, and Vacancy Procedure, and oversee all ASWC Committee Hiring Procedures as outlined in Chapter Three.
 - i. The Chair of Oversight shall preside over any other Election that is outlined or not in the ASWC Constitution and/or Bylaws.
 - f. Preside over the Oversight Committee in interpreting, revising, amending, and applying the ASWC Constitution and Bylaws.
 - i. The Chair of Oversight shall serve as a resource and finalize all revisions to proposed legislation pieces prior to presenting them to Senate as outlined in Chapter 19, Article II.
 - g. Preside over the Oversight Committee in all investigation procedures as outlined in Chapter Nine, Article IV.

- i. The Oversight Chair shall assist the ASWC President in any impeachment procedure as outlined in Chapter Nine, Article V.
 - h. Maintain all records of the Oversight Committee.
 - i. Provide training for all new members of the committee as outlined in Chapter Nine, Article II
 - j. Assign a member of the Oversight Committee to be present at another ASWC Committee and/or ASWC affiliated organization meeting whenever they deem necessary as outlined in Chapter Nine, Article III.
 - k. Preside over auditing procedures of all ASWC funds and accounts, alongside the Chair of Finance.
 - l. Hold the discretion to request and be granted access to all ASWC records and archives.
 - m. Preside over legislation procedures as outlined in Chapter Nineteen.
- H. The Chair of Student Development shall:
- a. Preside over the Student Development Committee.
 - b. Hire Student Representatives for the Student Development Committee as outlined in Chapter Three, Article V.
 - c. Conduct the Internal Committee Election as outlined in Chapter Three, Article V.
 - d. Organize the ASWC General Retreat alongside the ASWC President as outlined in Chapter Ten, Article III.
 - e. Participate in any ASWC auditing procedure at the discretion of the Chair of Oversight and the Chair of Finance.
 - f. Maintain all records of the Student Development Committee.
 - g. Serve as the point of contact for ASWC affiliated and/or funded organizations as outlined in Chapter Ten, Article III.
 - i. The Chair of Student Development shall serve as a liaison between these organizations, Senate, ASWC Committees, College Administration, Staff, and Faculty.
 - h. Ensure on-campus and off-campus opportunities for courses, conferences, projects, training, and workshops for ASWC as outlined in Chapter Ten, Article III.
 - i. Ensure required meetings with ASWC affiliated and/or funded organizations leaders take place, as outlined in Chapter Ten, Article III.
 - i. The Chair of Student Development shall preside over the Student Media Organizations and Programming Organizations Summits.



- j. Support the Constitutional amendment procedure as outlined in Chapter Nineteen, Article III.
- I. The Chair of Sustainability shall:
 - a. Preside over the Sustainability Committee.
 - b. Hire Student Representatives for the Sustainability Committee as outlined in Chapter Three, Article V.
 - c. Conduct the Internal Committee Election as outlined in Chapter Three, Article V.
 - d. Facilitate a session for the ASWC General Retreat as outlined in Chapter Eleven, Article III.
 - e. Advocate for greater sustainability at Whitman College.
 - f. Meet with the Sustainability Manager twice (2) per academic semester
 - g. Serve on the President's Sustainability Advisory Committee.
 - h. Hold the discretion to review the ASWC Native People's Acknowledgement, alongside the Chair of Diversity, Equity, and Inclusion.

Chapter Five: Communications Committee

Article I: Purpose

- A. The Communications Committee shall be tasked with informing the Whitman community about ASWC, fostering the bridge between ASWC and the student body, and maintaining ASWC's brand.
- B. The Communications Chair shall:
 - a. See the responsibilities detailed in Article III. Executive Council.

Article II: Composition

- A. Be composed of a maximum of (4) members that the Communications Chair will hire, including but not limited to positions to fill skills in:
 - a. graphic design, social media, web design, photographer, videographer, marketing strategy, and writing
- B. The committee shall train and oversee a Notetaker to ensure an accurate and thorough recording of ASWC events.
 - a. The Notetaker shall be paid hourly with the EC budget.
 - i. The Notetaker shall be a non-ASWC hire.
 - b. The Notetaker shall be responsible for taking minutes at scheduled Senate meetings and EC meetings.
 - i. The Notetaker may accept work at additional meetings at the discretion of the ASWC president.
 - ii. In the case of a conflict or absence, the Notetaker shall inform the Chair of Communications, who shall delegate the responsibility as best fit.
 - iii. The minutes will be shared with the Chair of Communications to record and distribute those documents where and when necessary.

Article III: Duties

- A. Publicize ASWC events;
- B. Update and maintain the website;
- C. Endeavor to explain legislation and showcase ASWC accomplishments;
- D. Undertake marketing and publicity initiatives as it sees fit;
- E. Help other ASWC Committees and members revise and distribute their materials when necessary;
- F. Train and oversee an ASWC-funded Notetaker to ensure an accurate and thorough recording of ASWC events.
- G. Reach out to ASWC affiliated organizations and the general student population alike

to find opportunities to be of support.

- H. The Communications committee shall act as a liaison between ASWC representatives and the larger student body and Whitman community.
 - a. All forms of ASWC communication to the student body shall be shared to the student body by the Chair.
 - i. In the case that a senator plans to share information with the student body that directly impacts another committee, they shall notify that committee at least 24 hours in advance.

Chapter Six: Diversity, Equity, and Inclusion Committee

Article I: Purpose

- A. The Diversity, Equity, and Inclusion Committee (DEI) shall act as a resource and an advocate for diversity concerns from ASWC members, Senate, and ASWC affiliated organizations to increase equity and empowerment for marginalized voices and experiences at Whitman College, primarily through leading and supporting projects. The members of the committee are responsible for ensuring that their projects and resources are aligned with the concerns and necessities of ASWC members and ASWC affiliated organizations.

Article II. Composition

- A. The Diversity, Equity, and Inclusion Committee shall be composed of no less than three (3) and no more than four (4) members, including the Chair of the committee.
 - a. The Vice-Chair of the Oversight Committee may, as the Chairs of the Diversity, Equity and Inclusion Committee and Oversight Committee deem necessary, be present at the committee meetings.
 - b. No member shall be allowed to serve in any other elected ASWC position.
- B. The Chair of Diversity, Equity, and Inclusion shall be elected during the spring semester by a simple majority vote of the members of ASWC and serve in their position for the entirety of the upcoming academic year, as stated in Chapter Three, Article II.
 - a. Candidates may request a meeting with the sitting Chair of Diversity, Equity, and Inclusion prior to running in the election to discuss any ASWC or committee functioning procedure.
- C. The committee shall select a Vice-Chair that shall fulfill the duties of the Chair whenever the current Chair is absent or unable to complete them.
 - a. The Vice-Chair shall be internally elected by a simple majority vote of the members of the committee as established in Chapter Three, Article V.
- D. Members of the Diversity, Equity, and Inclusion Committee shall be appointed by the Chair in consultation with the current members of the committee.
 - a. Members of the Diversity, Equity and Inclusion Committee, might serve in their position for the entirety of the academic year they are hired for, as long as they remain members of the Associated Students of Whitman College, as established in Chapter One.

- b. The Diversity, Equity, and Inclusion Committee shall begin the process of nominating new members whenever the Chair deems necessary as established in Chapter Three, Article V.
 - i. The nomination of new members shall not be initiated after the Finance Committee has begun the process of producing stipends for that academic semester as established in Chapter Seven, Article X.

Article III. Duties

- A. The Diversity, Equity, and Inclusion Committee shall ensure that ASWC Student Representatives, Senate, ASWC Committees, and ASWC affiliated organizations continue efforts of diversifying their duties and work procedures and making them more equitable.
- B. The Diversity, Equity, and Inclusion Committee shall meet at least twice (2) every month of the academic year.
 - a. Meetings will be facilitated by the Chair of the Diversity, Equity, and Inclusion Committee.
 - i. The Chair of Diversity, Equity, and Inclusion reserves the discretion to open the committee meetings to the public.
- C. The Diversity, Equity, and Inclusion Committee shall pursue individual and/or group projects concerning diversity, equity, and inclusion based on constituent feedback from ASWC Student Representatives, Senate, ASWC Committees, and ASWC affiliated organizations.
- D. The Chair of Diversity, Equity, and Inclusion shall facilitate a session addressing diversity, equity, and inclusion for the ASWC General Retreat.
 - a. The committee may consult with the Diversity and Inclusion Office regarding currently offered programs.
- E. The Diversity, Equity, and Inclusion Committee shall serve as a liaison with relevant members of staff and faculty that contribute towards ensuring the inclusivity, equity, antiracism, and accessibility of Whitman College.
 - a. The Chair of Diversity, Equity, and Inclusion shall meet with the Vice President of Diversity and Inclusion at least twice (2) per academic semester;
 - b. The Chair of Diversity, Equity, and Inclusion shall attend the Cultural Excellence Committee.

- F. The Diversity, Equity, and Inclusion Committee shall, alongside the Sustainability Committee, review the ASWC Native People's Acknowledgment whenever the Chairs of both committees deem it necessary.
- a. The committees may consult ASWC affiliated and non-affiliated organizations for the review process, including but not limited to the Indigenous People's Education and Culture Club (IPECC).
 - b. The committees may consult the Whitman College Advisory Council for CTUIR Collaboration (WCACCC) for communications with the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

Chapter Seven: Finance Committee

Article I: Purpose

- A. The Finance Committee is to ensure that funding for ASWC members, ASWC Committees, Senate and ASWC affiliated organizations is provided, in an equitable and sustainable manner, for the academic and non-academic development and enrichment of the Whitman College community. The members of the committee are responsible for allocating ASWC assets and managing ASWC funds and accounts according to the ASWC members, Senate, ASWC Committees, and ASWC affiliated organizations concerns and necessities for the upcoming academic year.

Article II: Composition

- A. The Finance Committee shall be composed of no less than three (3) and no more than five (5) members, including the Chair of the committee.
 - a. The Vice-Chair of the Oversight Committee may, as the Chairs of the Finance Committee and Oversight Committee deem necessary, be present at the committee meetings.
 - b. No member shall be allowed to serve in any other elected ASWC position.
- B. The Chair of Finance shall be elected during the spring semester by a simple majority vote of the members of ASWC and serve in their position for the entirety of the upcoming academic year, as stated in Chapter Three, Article II.
 - a. Candidates may request a meeting with the sitting Chair of Finance prior to running in the election to discuss any ASWC or committee functioning procedure.
- C. The committee shall select a Vice-Chair that shall fulfill the duties of the Chair whenever the current Chair is absent or unable to complete them.
 - a. The Vice-Chair shall be internally elected by a simple majority vote of the members of the committee as established in Chapter Three, Article V.
- D. Members of the Finance Committee shall be appointed by the Chair in consultation with the current members of the committee.
 - a. Members of the Finance Committee might serve in their position for the entirety of the academic year they are hired for, as long as they remain members of the Associated Students of Whitman College as established in Chapter One.
 - b. The Finance Committee will begin the process of nominating new members whenever the Chair deems necessary as established in Chapter Three, Article V.
 - i. The new members process shall not be initiated after the Finance Committee has begun the process of producing stipends for that

academic semester as established in Chapter Seven, Article X.

Article III: Duties

- A. The Finance Committee functions as a decision-making and advisory body in financial affairs to all ASWC members, ASWC Student Representatives, ASWC Committees, Senate and ASWC affiliated organizations.
- B. The Finance Committee shall meet at least twice (2) every month of the academic year.
 - a. Meetings will be facilitated by the Chair of the Finance Committee.
 - i. Meetings of the Finance Committee may be open to the public. A three-quarters ($\frac{3}{4}$) vote from members of the Committee is necessary for its approval.
- C. The Chair of Finance shall facilitate a session addressing the financial functioning of ASWC for the ASWC General Retreat.
 - a. The committee may consult with the Student Activities Assistant and Business Office regarding currently offered programs.
- D. The Finance Committee shall propose and manage the ASWC Membership Fee and ASWC General Budget for each fiscal year.
- E. The Finance Committee may receive, discuss, and vote internally on requests for the use of ASWC Funds.
 - a. The Finance Committee shall ensure that the requesting process is accessible and equitable for all ASWC members and ASWC affiliated organizations.
 - i. At the beginning of each semester, the Finance Committee, alongside the Communications Committee, shall inform all ASWC members and ASWC affiliated organizations the availability of ASWC funds and their limitations.
 - ii. The Finance Committee shall establish a digital requesting process for each of the ASWC funds.
 - iii. The Finance Committee shall maintain constant communication with the requesting parties to provide updates and receive feedback about the requesting process.
- F. The Finance Committee shall present a report including all financial activities of ASWC at the end of each fiscal year to Senate.
- G. The Finance Committee may, in coordination with the Oversight Committee and Student Activities Assistant, review and audit the following entities, including but not limited to:
 - a. Any ASWC-affiliated organization, including but not limited to clubs, campus media organizations, and programming organizations.
 - b. Any elected, appointed, or compensated officer or employee of ASWC, the

ASWC Advisor, and the Student Activities Assistant.

- c. The Chair and Vice-Chair of the Student Development Committee may, at the discretion of the Chairs of Finance and Oversight, participate in any auditing procedure.
- H. The Finance Committee shall serve as a liaison with relevant members of staff and faculty that contribute towards ensuring the financial security and accessibility of students at Whitman College.
 - a. The Chair of Finance shall meet with the Chief Financial Officer of Whitman College at least once (1) per academic semester to discuss the ASWC General Budget.
 - b. The Chair of Finance shall meet with the Business Office at least once (1) per academic semester to discuss the ASWC General Budget.
 - c. The Chair of Finance shall serve on the President's Budget Advisory Committee.
- I. Any ASWC committee or individual that wants to present a Bylaw pertaining to Chapter Seven (7) shall:
 - a. Schedule a meeting at least five (5) days prior to Senate to discuss the proposed legislation.
 - i. Exceptions will be decided by the Finance Chair. The Finance Chair will alert all respective parties that the exception is approved.
 - b. Provide the Finance Chair with access to a final copy of the legislation 24 hours before the legislation is to be proposed to senate

Article IV: Investment Advisory Board

A. Purpose

- a. The Investment Advisory Board (IAB) is established under the Finance Committee to research, propose, and oversee ASWC investments, ensuring they align with student priorities, ethical standards, and long-term financial sustainability. The IAB shall serve as an advisory body, providing recommendations to the Finance Committee, which will present final proposals to the ASWC Senate for approval.

B. Composition

- a. The Investment Advisory Board shall consist of a minimum of five (5) members, including the Board Chair.
 - i. The Vice Chair of Finance, a member of the Nominations Committee, a member of the DEI Committee, and the Chair of the Investment Advisory Board shall jointly appoint new members each year to ensure continuity.
 - ii. Members of the IAB shall serve in their position for the entirety of the academic year they are hired for, as long as they remain members of

ASWC.

1. All IAB members shall attend a minimum of four (4) IAB meetings during the academic year.

- The Chair of Finance shall inform the Chair of Oversight in the case that an IAB member neglects these duties.
- The Chair of Oversight, alongside the Vice-Chair of Oversight, shall determine if an investigation for Dereliction of Duties, as outlined in Chapter Sixteen shall occur.

- iii. If there are insufficient volunteers to meet the minimum criteria, the Vice Chair of Finance and the Chair of the Investment Advisory Board shall initiate a vacancy procedure.

- b. The IAB shall be a volunteer-based body.
- c. The ASWC Finance Committee shall serve as the direct point of contact for the IAB and oversee IAB operations.
- d. The IAB shall be advised by a designated faculty or staff member, who will serve in an advisory capacity without voting rights.
- e. All IAB members shall act with respect and good faith toward other members of the IAB and members of Senate.

C. Research and Recommendations

- a. Conduct research and outreach to identify ethical and financially sound investment opportunities.
- b. Provide recommendations to the Finance Committee regarding asset allocation and investment strategy.
- c. Suggest changes to investment bylaws and guidelines for ASWC.
- d. Oversee the ethical compliance of ASWC investments, ensuring alignment with student values.
- e. Conduct long-term investment reviews and present at least once-annual reports to the Senate.
- f. A report must be presented to Senate at least two (2) weeks prior to the finalization of next year's budget.
- g. Propose necessary adjustments to ASWC investment strategy, subject to Senate approval.

D. Decision-Making and Reporting

- a. The IAB shall meet at least twice (2) per semester to review and update ASWC investment guidelines.
 - i. The board shall make the meeting's notes available to the Vice Chair of Finance and Executive Council.

- ii. The board shall present investment analytics and reports to the Senate after these meetings if necessary.
- b. Any investment strategy adjustments proposed by the IAB shall require Finance Committee approval before being presented to the Senate for a vote.

Article V: ASWC Membership Fee

- A. The Finance Committee shall recommend a mandatory ASWC membership fee to Senate for the upcoming fiscal year by the end of the seventh (7th) week of classes of the spring semester.
 - a. The ASWC Membership fee recommendation shall default to 0.85% of the tuition fee for the upcoming fiscal year.
 - b. The Finance Committee shall carefully review the concerns and necessities of ASWC members, ASWC Student Representatives, ASWC Committees, Senate and ASWC affiliated organizations for its recommendation.
 - c. The Finance Committee shall consider the estimated number of ASWC members for the upcoming academic year, and the national inflationary trends.
 - i. The Finance Committee may meet with the Student Activities Assistant, Business Office and/or the Chief Financial Officer from Whitman College to discuss recommendations for the ASWC Membership Fee
 - d. The Finance Committee shall present the default membership fee to Senate. The Finance Committee may choose to recommend an alternative fee alongside the default fee.
- B. ASWC Student Representatives shall establish a student membership fee for the upcoming fiscal year at the Senate following the *Tuition and Fees* announcement by the Whitman College President during.
 - a. A simple majority vote is needed to approve the default student membership fee.
 - b. A $\frac{2}{3}$ majority vote is needed to approve an alternative student membership fee.
 - i. The ASWC Membership Fee shall follow a synchronous voting procedure as outlined in Chapter Nineteen, Article III.

Article VI: ASWC General Budget

- A. Budget Timeline
 - a. The Finance Committee shall internally discuss the ASWC General Budget for the upcoming fiscal year and a proposal shall be presented by the Chair of Finance to Senate for its consideration before the end of the thirteenth (13th) week of classes of the fall semester.

B. Budget Applications

- a. The Finance Committee shall make budget applications available to all ASWC Committees and ASWC affiliated organizations by the end of the fifteenth (15th) week of classes of the fall semester - prior to the end of the academic semester
 - i. The Chair of Finance shall include in the budget applications the date in which the Finance Committee will begin the budgeting process for the upcoming fiscal year.
 - ii. The Chair of Finance has the discretion to grant extensions to committees and affiliated organizations that make a digital request at least one (1) day prior to the application deadline.
- b. ASWC Committees and ASWC-affiliated organizations requesting a budget or fund allocation shall submit their requests before certain dates to allow the finance committee time to process them and submit them to Senate.
 - i. All budgets and fund allocations greater than ten thousand (\$10,000) dollars shall be submitted by the start of the third (3rd) week of classes in the spring semester.
 - ii. All budgets and fund allocations greater than two thousand (\$2,000) dollars shall be submitted by the start of the fifth (5th) week of classes in the spring semester.
 - iii. All other budgets and fund allocations shall be submitted by the start of the seventh (7th) week of classes in the spring semester.
- c. The Finance Committee shall, alongside the Student Development Committee, ensure that all ASWC affiliated organizations are notified of the application due date.
- d. The Finance Committee may reject the budget application proposal of any ASWC Committee and/or ASWC affiliated organization that fails to meet the following criteria:
 - i. Applicants shall submit a complete version of the Emissions Tax form.
 - ii. Applicants shall demonstrate that their fund request contributes to the academic and/or non-academic development and enrichment of the Whitman College community.
 - iii. Applications shall not include any type of partisan political activities, affiliation or funding.
 - iv. Applications shall not include funding for food, beverages and/or personal items of any kind that are intended for personal use or gatherings exclusive for the members of the organization.
 - v. For Clubs that request funding equal or higher than one (1%) percent of

the ASWC General Budget of that current fiscal year, the Chair of Finance shall individually present them to the Executive Council for its approval prior to the presentation of the final budget to Senate.

1. A simple majority vote from the Executive Council is needed for its individual approval.
- e. Applications that include funding for food, beverages and/or personal items of any kind that are intended for personal use or gatherings exclusive for the members of the organization will be looked at on a case-by-case basis.
- f. Large Budget Allocation Procedures
 - i. All ASWC Student Organizations that submit budget proposals that request ten percent (10%) or more of the entire ASWC Budget shall undergo a Senate approval process.
 1. The Finance Committee and respective Student Organizations shall meet at least twice to discuss budget proposals.
 - a. Student Organizations shall submit their proposals at the first meeting.
 - b. The Finance Committee shall submit their counter-proposals at the second meeting
 2. The two budget proposals will be submitted by the Finance Committee and respective Student Organizations to the President to be presented to the Senate by the end of the tenth (10th) week of the academic semester.
 3. The final proposal shall be passed with a simple majority vote of the Senate.
 - ii. Proposals passed in the Senate shall be voted on during the General Election proceedings.
 1. ASWC members shall be given the option to approve the proposal or to provide feedback.
 - iii. The Finance Committee shall take the General Election results into consideration when formulating the final budget proposal.

C. Investment and Asset Allocation

- a. All assets and their distribution not presented in the budget allocation process shall be decided by the Finance Committee by a simple majority vote.
 - i. Any ASWC member proposing bylaws regarding the allocation of assets shall consult the finance committee as outlined in Article III Section I.

- ii. Any Funds greater than \$10,000 that need to be moved before the Final Budget vote will be presented by the Finance Committee to the Senate through a Budget Act that will require a simple majority
 - 1. The Finance Committee can move funds less than \$10,000 without the approval of the Senate.
- b. The Finance Committee can reinvest money that is already in investments if the committee feels that the investments are in jeopardy and need to be moved.
 - i. A unanimous recorded vote in the Finance Committee shall approve the change.
 - ii. The changes and the reasoning behind them shall be explained the following senate.
 - 2. Senate can override this decision with a $\frac{2}{3}$ majority.
 - iii. If the Finance Committee does not follow the guidelines above the investments will then move back into the previous investments

D. Preliminary Budget Recommendation

- a. The Finance Committee shall make a preliminary budget recommendation available to all ASWC members, ASWC Student Representatives, ASWC Committees, Senate and ASWC affiliated organizations by the end of the seventh (7th) week of the spring semester.
 - i. The Finance Committee shall, alongside the ASWC Advisor, recommend honorariums for members of the Executive Council, elected and appointed ASWC Student Representatives, Student Media Organizations Chief Officers, and Programming Organizations Chairs and Directors in the preliminary budget recommendation.
 - 1. All honorariums shall be publicly disclosed in the preliminary budget recommendation.
 - ii. The Chair of Finance, alongside the ASWC Advisor and in consultation with the Director of Human Resources from Whitman College, shall set the budget for offsetting the payroll cost for ASWC support provided by the Student Activities Assistant.
 - 1. This amount shall be publicly disclosed in the preliminary budget recommendation.
 - iii. The Finance Committee shall allocate no less than nine percent (9%) of the final budget to the college newspaper.

- iv. ASWC shall limit to one contribution per fiscal year to Club Sports.
 - 1. The Finance Committee shall recommend an amount to be confirmed by a simple majority vote from Executive Council prior to the presentation of the final budget to Senate.
 - 2. The Associated Students of Whitman College (ASWC) is only responsible for providing the funds to Club Sports. The administration of the funds shall be done by the Whitman Athletic Department.
 - 3. The Finance Committee shall not entertain Contingency Fund or Travel and Student Development Fund requests on behalf of any Club Sport.
- b. The Finance Committee shall facilitate a Town Hall for the discussion of the preliminary budget proposal no later than five (5) days prior to the presentation of the final budget to Senate.
 - i. The Finance Committee shall review and consider comments on the preliminary budget proposal for the final budget.
 - ii. The Town Hall shall follow any other procedures as outlined in Chapter Eighteen.
- c. The Communications Committee shall archive, with public access, copies of the preliminary budget recommendation.
- d. The Finance Committee may meet with the Student Activities Assistant, Business Office and/or the Chief Financial Officer from Whitman College to discuss the preliminary budget recommendation.

E. Final Budget

- a. The Chair of Finance shall propose a final version of the budget to Senate for its approval by the end of the tenth (10th) week of classes of the spring semester.
 - i. The final budget shall include a detailed list of all elected and appointed positions from ASWC affiliated organizations and Senate with their corresponding amounts to be paid from the Honorarium Fund.
 - 1. The amount of funding to offset the payroll expense for ASWC support provided by the Student Activities Assistant shall be publicly disclosed in the final budget.
 - ii. This budget shall include an itemized account of revenue sources withheld by ASWC for the upcoming academic year.
- b. The final budget shall be passed with a simple majority vote of Senate.
 - i. The final budget shall follow a synchronous voting procedure as outlined in Chapter Nineteen, Article III.

- ii. The Chair of Finance holds the discretion to make any type of change to the budget on the Senate floor.
- c. The final budget shall be passed a week before election voting begins.
- d. The final budget shall be made available by the Communications Committee to all ASWC members, affiliated organizations and Senate no later than five (5) days after its approval by Senate.
- e. The Finance Committee shall, alongside the Student Development Committee, notify all ASWC Committees and ASWC affiliated organizations at the beginning of each academic year their assigned budget for that fiscal year.

Article VII: ASWC Discretionary Funds

- A. The ASWC Discretionary Funds (Honorarium Fund, Travel and Student Development Fund, Contingency Fund, Executive Fund, Community Projects Fund, Emergency Expenses Fund, and Co-sponsorship Fund) are intended to finance the expenses and services used by ASWC in order to support academic and non-academic activities performed by any member of ASWC and/or any elected, appointed or compensated officer or employee of ASWC and ASWC-affiliated organizations.
- B. No ASWC Discretionary Funds shall cover taxes in any way, shape, or form.
- C. Co-Sponsorship Fund. The ASWC Finance Committee and Whitman Events Board shall jointly oversee the Co-sponsorship Fund and its use.
 - a. The purpose of the Co-sponsorship fund is to provide WEB with designated funds to support student events on campus.
 - b. During the Budget Allocation Process, the Finance Committee shall allocate no less than \$30,000 and no greater than \$100,000.
 - i. Any money left in the account at the end of the fiscal year shall be moved into the master account
 - c. The Co-sponsorship Director shall oversee the Co-sponsorship process as per WEB Bylaws
 - d. If the Whitman Events Board denies a Co-sponsorship request, any decision of ASWC shall be ignored.
 - i. The Co-sponsorship Director shall send an email containing the reasoning behind their decision to the party who submitted the request and CC the Chair of Finance.
 - e. The Chair of the Finance Committee shall approve or table a given application no later than 1 day after the request has been submitted.
 - i. The Chair of the Finance Committee shall let the WEB Co-sponsorship Director know their decision no later than 1 day after the request has

been submitted.

- ii. If the decision is tabled, the Finance Committee shall meet no later than 7 days later.
 1. The Finance Committee shall deny a Co-sponsorship request unanimously before it is deferred to the Executive Council
 - a. In the event that the Finance Committee fails to agree on a unanimous denial, the Co-sponsorship request is resolved based on the Whitman Events Board's decision.
 - b. The Executive Council shall vote at their next meeting after hearing from one(1) representative of the Whitman Events Board and Finance Committee regarding the Co-sponsorship request.
 - i. A majority is required to deny.

D. Travel and Student Development Fund

- a. The purpose of the Travel and Student Development Fund is to cover expenses for travel and development opportunities for all ASWC members, ASWC Student Representatives, ASWC Committees, ASWC affiliated organizations, and elected, appointed and/or compensated employees of ASWC.
- b. All ASWC members, ASWC Student Representatives, ASWC Committees, ASWC affiliated organizations, and elected, appointed and/or compensated employees of ASWC shall be denied if the Travel and Student Development Fund request per person is greater than \$3,000
- c. The Finance Committee shall receive, review and vote on applications for the use of the Travel and Student Development Fund.
- d. In the case that a member of the Finance Committee discloses a conflict of interest or bias, the member shall abstain from participating in the reviewing and voting procedure for that fund application.
 - i. The Finance Committee shall allocate the Travel and Student Development Fund as part of the budgeting process for every fiscal year.
 1. During the budget allocation process, the Travel and Student Development Budget will receive no less than \$15,000 and no greater than \$50,000 for the next fiscal year
 2. At the end of each fiscal year, any remaining balance in the Travel and Student Development Fund shall close into itself.
 - ii. Applicants shall benefit from the Travel and Student Development Fund

no more than once (1) per academic year.

- iii. The Finance Committee shall establish a minimum criterion for the review and approval of applications for the Travel and Student Development Fund for that fiscal year no later than one (1) week after the ASWC General Retreat.
 1. A simple majority vote from members of the committee is necessary for its approval.
 - c. All members of the committee shall vote.
 2. The Chair of Finance shall inform ASWC Student Representatives at Senate of the established minimum criteria at the following Senate session after the committee's approval. The Finance Committee may consult with the Executive Council, ASWC Advisor and/or Student Activities Assistant the establishment of the minimum criteria for that fiscal year.
 3. In the case that the Finance Committee receives a Travel and Student Development application before the criteria has been set by the committee, the application shall be reviewed by the Executive Council on a case-by-case basis.
 - a. A (½) vote is necessary for its approval.
 - b. The Chair of Finance shall preside over this procedure.
- iv. The Finance Committee shall, alongside the Communications Committee, make available digital applications for the Travel and Student Development Fund no later than two (2) weeks after the ASWC General Retreat.
 1. Applications shall include the minimum criteria established by the Finance Committee for that academic year.
- v. Applicants shall submit digitally a complete version of the application to the Chair of Finance.
 1. The Chair of Finance may reject applications that fail to meet the minimum criteria established by the Finance Committee for that fiscal year.
 - a. These criteria shall include but are not limited to the following.
 - i. Applications including 4 or more participants shall be immediately denied.
 - ii. Applications including more than 1 and less than 4 participants will be denied unless they are part of

- an organization, an Interest House/Interest House community, or Club Leadership on Campus.
 - iii. The Finance Committee shall evaluate these group applications on a case-to-case basis.
 - 2. Applications that include air travel expenses shall be submitted at least (4) weeks prior to the expected travel date.
 - a. Exceptions will be made by the Finance Committee on a case-by- case basis.
 - 3. Applicants should be aware that TSD awards may be considered taxable income (value of airfare, conference fees, etc.) Taxability is determined by the Whitman College business office.
 - 4. The applications of ASWC Finance members (excluding the chair) shall be processed through the Executive Council.
 - a. Requests shall be approved by a simple majority vote.
 - b. Appeals shall be processed through Senate and shall be approved with a simple majority vote.
- vi. The Finance Committee shall review applications on a rolling basis.
 - 1. The Finance Committee shall review the application no later than ten (10) days after the submission is made by the applicant to the Chair of Finance.
 - 2. A simple majority vote from members of the committee is necessary for its approval.
 - a. The Chair of Finance shall only vote to break a tie.
 - b. The Chair of the Finance Committee shall vote and in a event of a tie, the Chair will break the tie
 - 3. The Chair of Finance shall inform the Student Activities Assistant about the committee's decision and its rationale no later than two (2) days after the decision has been made.
 - 4. The Chair of Finance shall inform the applicant about the committee decision and its rationale no later than three (3) days after the decision has been finalized
- vii. ASWC Finance Members shall declare if they have a conflict of interest and shall abstain from participating in the reviewing and voting procedure when processing a Travel and Student Development Fund application.
 - 1. In cases where the ASWC Finance Chair expresses a conflict of interest, the application shall be processed and approved through

the Executive Council by a simple majority.

- a. If the Executive Council does not approve a request, that party may appeal to Senate.
 - i. The appeal shall pass by a simple majority vote.
- viii. The applications of ASWC Chairs shall be processed by Senate.
 1. They shall be approved by a simple majority vote.
 2. ASWC Chairs may not appeal their application.
- ix. An applicant may challenge the decision of the Finance Committee to the Executive Council no later than seven (7) days after they are informed of the committee decision by the Chair of Finance.
 1. A three-quarters ($\frac{3}{4}$) vote from the Executive Council is necessary to overrule the decision of the Finance Committee.
- x. The Finance Committee shall only receive, review and vote on applications for the Travel and Student Development Fund whenever the college remains in session.
 1. An applicant may apply for funding, total or partial, for travel and other expenses occurring when the college is not in session provided that the totality of the payments and/or reimbursements of the expenses made by ASWC occur before the last day of classes of the relevant college session.
 - a. The Finance Committee shall evaluate such applications on a case-by-case basis.
 2. The Chair of Finance shall stop the reception of applications on May 1 of each academic year.
- xi. Upon approval of an application by the Finance Committee, the applicant shall contact the student activities assistant to arrange for booking and purchase of travel and related expenses. Students cannot book nor purchase their own travel.
 1. Applicants may submit any request for incidental travel expenses (i.e. ground transportation) incurred during their travel with corresponding itemized and its receipts no later than two (2) weeks after their travel date.
 - a. Reimbursement for incidental expenses will only be reimbursed if there are funds remaining from the original funding amount approved.
- xii. The Student Activities Assistant shall, in consultation with the Chair of Finance, manage all kinds of cancellations made to any application

and/or purchase made under the Travel and Student Development Fund.

1. In the case that an applicant cancels their application and/or travel plans, partially and/or entirely, after the Student Activities Assistant has made the payment upfront for their expenses, the applicant shall bear the financial burden of any non-refundable costs and reimburse the amount paid by ASWC no later than thirty (30) days after they are notified by the Student Activities Assistant to reimburse ASWC.
2. In the case that an applicant cancels their application and/or travel plans, partially and/or entirely, after the applicant has received a reimbursement by ASWC, the applicant shall reimburse the amount paid by ASWC no later than thirty (30) days after they are notified by the Student Activities Assistant to reimburse ASWC.
3. In the case that an applicant cancels their application and/or travel plans, partially and/or entirely, due a medical issue and/or personal emergency the Chair of Finance shall, alongside the Student Activities Assistant and ASWC Advisor, consider waiving the applicant's requirement to reimburse the amount paid by ASWC.
 - a. Each situation shall be evaluated on a case-by-case basis and verification of medical and/or emergency issues may be requested.

xiii. In the event that the Finance Committee is unable to convene to review an application for the Travel and Student Development Fund, the Executive Council shall review the application.

1. A two-thirds ($\frac{2}{3}$) vote is necessary for its approval.
2. The Chair of Finance shall preside over this procedure.

E. Contingency Fund

- a. The purpose of the Contingency Fund is to cover unanticipated expenses and shall only be used by ASWC Committees and ASWC affiliated organizations.
- b. The Finance Committee shall allocate the Contingency Fund as part of the budgeting process for every fiscal year.
 - i. The balance in the Contingency Fund shall not exceed \$40,000 per fiscal year.
- c. At the end of each fiscal year, the balance remaining in the Contingency Fund shall move to the Master Account.

- d. Eligibility for shall be decided on the following criteria.
 - i. Applying clubs shall have at least seven (7) members. This minimum may be subject to change on a case-by-case basis.
 - 1. A case-by-case analysis is only to be implemented when the Committee is positive the club with less than seven (7) members will use funds accordingly and is not engaged in exclusive activity. (i.e. a club with a singular friend group and no one else)
 - ii. Applying ASWC affiliated organizations shall exhaust the funds already assigned to them.
- b. The Finance Committee shall establish an exhaustive list of required criteria for the approval of a Contingency request.
- c. The Finance Committee shall, alongside the Communications Committee, make available digital applications, and the criteria for the Contingency Fund no later than two (2) weeks after the ASWC General Retreat.
- d. Applicants shall submit digitally a complete version of the application to the Chair of the Finance Committee.
 - i. The Chair of the Finance Committee may reject applications that fail to meet at least one (1) criteria item.
- e. The Finance Committee will hear Contingency Fund requests on a rolling basis.
 - i. The Finance Committee shall review the application no later than ten (10) days after the submission is made by the applicant to the Chair of Finance.
 - ii. A simple majority vote from members of the committee is necessary for its approval.
 - 1. The Chair of the Finance Committee shall only vote to break a tie.
 - iii. The Chair of the Finance Committee shall inform the Student Activities Assistant about the committee's decision and its rationale no later than two (2) days after the decision has been finalized.
 - iv. The Chair of the Finance Committee shall inform the applicant about the committee decision and its rationale no later than three (3) days after the decision has been finalized.
- f. Any ASWC Committees and ASWC affiliated organization may challenge the decision of the Finance Committee to the Executive Council no later than ten (10) days after they are informed of the committee decision by the Chair of Finance.

- i. A three-quarters ($\frac{3}{4}$) vote from the Executive Council is necessary to overrule the decision of the Finance Committee.
 - 1. The Chair of Student Development shall only vote to break a tie.
 - 2. The Chair of the ASWC Committee that has submitted the challenge application shall abstain from participating in the challenge procedure.
- g. The Finance Committee shall only receive, review and vote on applications for the Contingency Fund whenever the college remains in session.
 - i. An applicant may apply for funding, total or partial, for travel and other expenses occurring when the college is not in session provided that the totality of the payments and/or reimbursements of the expenses made by ASWC occur before the last day of classes and the end of the semester.
 - 1. The Finance Committee shall evaluate such applications on a case-by-case basis.
 - ii. The Chair of the Finance Committee shall stop the reception of applications on May 1 of each academic year.
- h. ASWC affiliated organizations may benefit from the Contingency Fund no more than once (1) per academic year.
- i. All purchases made under the Contingency Fund shall be managed by the Student Activities Assistant and the applying ASWC Committee and/or ASWC affiliated organization.
- j. In the event that the Finance Committee is unable to convene to review an application for the Contingency Fund, the Executive Council shall review the application.
 - i. A two-thirds ($\frac{2}{3}$) vote is necessary for its approval.
 - 1. The Chair of the Finance Committee shall only vote to break a tie.
 - 2. The Chair of the ASWC Committee that has submitted the challenge application shall abstain from participating in the challenge procedure.
 - ii. The Chair of the Finance Committee shall preside over this procedure.

F. Honorarium Fund.

- a. The purpose of the Honorarium Fund is to cover ASWC Educational Awards Stipends from ASWC Student Representatives, ASWC Committees, Programming Organizations Chairs and Directors, Student Media Organizations Heads and

Chief Officers.

- b. The Finance Committee shall allocate the Honorarium Fund as part of the budgeting process for every fiscal year.
 - i. At the end of each fiscal year, any remaining balance in the Honorarium Fund closes to the ASWC Master Account.
 - c. The ASWC Educational Award Stipends under the Honorarium Fund may not be adjusted prior to the beginning of the budgeting process in that fiscal year.
 - d. The Chair of Finance shall inform all ASWC Student Representatives, ASWC Committees, Programming Organizations Chairs and Directors, and Student Media Organizations Heads and Chief Officers about the amount allocated for their position's stipend and/or organization's budget for the next fiscal year and its rationale during the budgeting process every academic year.
 - i. For ASWC Senators, half of the allocated amount shall be disbursed on the day of the "*Mid-Semester*," as stated in the Academic Calendar. The remaining half shall be disbursed on the "*semester ends*" day, as stated in the Academic Calendar.
 - e. The Chair of Finance shall inform all ASWC Student Representatives, ASWC Committees, Programming Organizations Chairs and Directors, and Student Media Organizations Heads and Chief Officers about the amount allocated for their position's stipend and/or organization's budget for that fiscal year and its rationale no later than by the end of the first (1st) week of classes of the fall semester of that academic year.
 - f. The Finance Committee shall set and ensure that the ASWC Educational Award Stipends for members of the Executive Council, Programming Organizations Chairs and Executive Directors, and Student Media Organizations Chief Officers remains the same for all the positions.
 - g. The Finance Committee shall set and ensure that the ASWC Educational Award Stipends for ASWC Student Representatives that are no members of the Executive Council, Programming Organizations Directors, and Student Media Organizations non-Chief Officers remains the same for all the positions.
 - h. All ASWC Educational Award Stipends funded by the Honorarium Fund shall be publicly accessible to all ASWC Members and ASWC affiliated organizations.
- G. Executive Fund and the Community Projects Fund. The Executive Council shall, in coordination with the Student Activities Assistant, manage and use the Executive Fund and the Community Projects fund.
- a. Executive Fund
 - i. The purpose of the Executive Fund is to cover the expenses from Senate,

ASWC Committees and the ASWC Office.

- ii. The Finance Committee shall allocate the Executive Fund as part of the budgeting process for every fiscal year.
 - 1. The balance in the Executive Fund shall not exceed \$20,000 per fiscal year.
 - 2. At the end of each fiscal year, the balance remaining in the Executive Fund shall move to the Master Account.
 - iii. The Executive Council shall only use the Executive Fund whenever the college remains in session.
- b. The Executive Council may use the Executive Fund, totally or partially, when the college is not in session provided that the totality of the payments and/or reimbursements of the expenses made by ASWC occur before the last day of classes before the end of the semester.
- c. Community Projects Fund
- i. The purpose of the Community Projects Fund is to cover the expenses from projects and events that are organized, sponsored and/or facilitated by the ASWC President and/or the Chairs of ASWC Committees.
 - 1. The Chair of the soliciting ASWC Committee may collaborate with other ASWC Committees, ASWC affiliated organizations and/or other on-campus and off-campus organizations in their projects and events.
 - ii. The Finance Committee shall allocate the Community Projects Fund as part of the budgeting process for every fiscal year.
 - 1. At the end of each fiscal year, any remaining balance in the Community Projects Fund shall close into itself.
 - iii. The Executive Council shall only use the Community Projects Fund for projects and events held whenever the college remains in session.
 - 1. The Executive Council may use the Community Projects Fund, totally or partially, when the college is not in session provided that the totality of the payments and/or reimbursements of the expenses made by ASWC occur before the last day of classes before the college stops sessioning.
 - iv. All projects and events funded, totally or partially, by the Community Projects Fund shall be accessible to all ASWC Members and ASWC affiliated.

H. Emergency Fund. The Executive Council shall manage the Emergency Expenses Fund.

- a. The purpose of the Emergency Expense Fund is to provide ASWC members a

personal financial cushion while the student finds a sustainable solution to a financial emergency.

- b. ASWC President shall submit a Budget Request Form for the Emergency Expenses Fund and the Finance Committee shall allocate the Emergency Expenses Fund as part of the budgeting process for every fiscal year.
 - i. At the end of each fiscal year, any remaining balance in the Emergency Expenses Fund closes to the ASWC Master Account.
 - ii. If the ASWC President fails to submit the Budget Request Form on time the Finance Committee will request the Emergency Expenses Fund data and allocate money to the Emergency Expenses Fund accordingly.
- c. The ASWC President shall, alongside the Chair of Communications, make available digital applications for the Emergency Expenses Fund no later than two (2) weeks after the ASWC General Retreat.
 - i. Applications shall include the minimum criteria established in these bylaws.
- d. Applicants shall submit digitally a complete version of the application to the ASWC President and ASWC Advisor.
 - i. The ASWC President may, in consultation with the ASWC Advisor, reject applications that fail to meet the minimum criteria established in these bylaws.
- e. The Executive Council shall review applications on a rolling basis.
 - i. Applications shall be anonymously presented by the ASWC President to the Executive Council.
 - 1. The ASWC Advisor, Student Activities Assistant and the ASWC President shall have access to the complete application in order to maintain cohesive communication with the applicant.
 - ii. The Executive Council shall review the application no later than ten (10) days after the submission is made by the applicant to the ASWC President.
 - iii. Applications may be reviewed, voted on and approved partially and/or entirely.
 - iv. A simple majority vote from members of the council is necessary for its approval.
 - 1. All members of the council shall vote.
 - a. The ASWC President shall only vote to break a tie.
 - 2. Members of the Executive Council shall vote no later than one (1) day after the Emergency Expenses Fund application is presented

to the council.

- v. The ASWC President shall inform the Student Activities Assistant about the committee's decision and its rationale no later than two (2) days after the decision has been made.
- vi. The ASWC President shall inform the applicant about the committee decision and its rationale no later than three (3) days after the decision has been finalized.
- f. The Executive Council shall only receive, review and vote on applications for the Emergency Expenses Fund whenever the college remains in session.
 - i. The Executive Council shall evaluate applications based on the criteria established in these bylaws and on consistency with previous decisions from the council.
- g. The Executive Council shall review applications based on the following criteria:
 - i. Financial Emergency means an unplanned event causing an unanticipated personal expense. This personal expense shall be significant enough to endanger the students wellbeing and create a financial barrier that prevents them from being able to remain financially viable while enrolled at Whitman College. The unplanned event shall be unpredicted and unable to be wholly mitigated by the student.
 - ii. Expenses covered by the Emergency Expenses Fund may last a period of up to one (1) month.
 - iii. Expenses not covered by the Emergency Expenses Fund include, but are not limited to:
 - 1. Tuition, course fees, health insurance and study abroad costs.
 - 2. Unpaid internships.
 - 3. Non-essential personal bills for foreseeable expenses such as: credit card, personal debt, student loans, cable or streaming subscriptions, cell phone bills, and others.
 - 4. Parking tickets, legal fines, library fines, or other expenses that are incurred as a result of negligence or non-adherence to the law and college policy.
 - 5. Funds for the replacement of lost or stolen items unless the applicant presents proof that the lost or stolen items restricts their academic and non-academic development at Whitman College.
 - iv. All ASWC Members that fulfill the following criteria shall be eligible to apply to the ASWC Emergency Expenses Fund:



1. The applicant is currently enrolled as a full-time student at Whitman College.
 2. The applicant has experienced a financial emergency, as defined in these bylaws.
 3. The applicant receives financial aid.
 4. The applicant has exhausted all other potential sources of short term funding made available to them, including but not limited to the Financial Aid Office and the Dean of Students Office.
 5. This is the first time they are requesting funding for this unique unplanned event.
 6. The applicant has not received funding from the Emergency Expenses Fund within the last academic semester.
- h. Emergency fund grants are taxable income. Domestic students will receive a 1099 form from the Business Office at the end of the calendar year in which the award is distributed. Taxes for domestic students will not be withheld at the time of payment. International students will have the taxes withheld from the award at the time of payment and will also receive tax forms from the college.
- i. In the event that the Executive Council is unable to convene to review an application for the Emergency Expenses Fund, the ASWC Finance Committee shall review the application.
- i. A unanimous vote is necessary for its approval.
 - ii. The Chair of Finance shall preside over this procedure.
 - iii. The Chair of Oversight and the ASWC Advisor and/or Student Activities Assistant shall be present during the procedure.

Article VIII: Other Funds

A. Lifecycle Fund

- a. The Lifecycle Fund shall remain in trust for replacing equipment for ASWC Sound and Lights, the Whitman Events Board, KWCW, the college newspaper, quarterlife, blue moon, and the ASWC Office.
- b. The replacement of equipment is defined as the purchase of new equipment that fills the same purpose as that of the expiring equipment, using the most modern, commonplace technology available.
- c. In cases where the requesting organization would like to expand the function of a piece of equipment, the cost of a true “replacement” option may be taken from

the Lifecycle Fund, with other necessary funds coming from either the organization's budget or another relevant ASWC fund.

- i. In such cases, the Finance Chair and Committee shall consider the ramifications of expanding the function of a piece of equipment and the corresponding increase in future demand on the Lifecycle Fund.
- d. The ASWC Finance Committee shall allocate at least 2% of the ASWC operating budget each fiscal year to meet equipment obligation needs for that year.
 - i. In addition, any remaining monies in the accounts of ASWC Sound and Lights, KWCW, the college newspaper, quarterlife, blue moon, and the ASWC Office at the end of the fiscal year will close into the Lifecycle Fund.
- e. These organizations may request funding from the Lifecycle Fund by written request to the Finance Chair, who will either approve or deny the request, in consultation with the ASWC Advisor. Funding requests shall describe the problem(s) with the current equipment, a description of the new equipment, and its calculated cost.
 - i. In the case that the Finance Chair rejects a Lifecycle request, he or she shall inform the requesting party that they have the option of appealing the decision to the Finance Committee.
 1. In the case of an appeal, the matter shall be brought before the Finance Committee within ten (10) business days of receiving the request for an appeal.
 2. The Finance Committee may overturn the decision of the Finance Chair by a two-thirds (2/3) majority vote.
 - ii. The Lifecycle Fund shall close into itself.
 - iii. If the Lifecycle Fund exceeds the allocated amount for that fiscal year by \$20,000, the excess monies shall be moved out of the Lifecycle Fund at the discretion of the Finance Committee in conjunction with a majority vote of the Senate.

B. ASWC Investment Account

- a. The ASWC Investment Account shall be invested by the ASWC Senate per the recommendation of the Finance Committee
 - i. The Finance Committee shall bring its recommendation regarding the investment of the ASWC Investment Account funds to the ASWC Senate prior to March 31 of that fiscal year.
- b. Four percent (4%) of the three-year rolling, one-year trailing average of the value

of the fund on March 31 of each year shall be withdrawn from the ASWC Investment Account.

- c. The Finance Committee can include contributions to the ASWC Investment Account as part of the annual budget.

C. ASWC Master Account

- a. The ASWC Master Account shall be comprised of unused budget monies from ASWC Accounts that are not designated for other purposes as defined in these by-laws.
- b. At any value, monies in the ASWC Master Account may be transferred to make up for a budget shortfall in another account.
- c. If the Finance Committee moves funds from the ASWC Master Account, they shall notify the rest of Senate.
- d. The ASWC Master Account closes into itself.

D. Whitman Events Board Programming Reserve

- a. The Whitman Events Board Programming Reserve shall be comprised of unused budgeted monies from the Whitman Events Board Programming Reserve.
- b. The monies in the Whitman Events Board Programming Reserve shall be contingency funds for campus programming. The use of the fund shall be at the discretion of the Whitman Events Board Chair.
- c. Monies remaining in the Whitman Events Board Account at the end of each fiscal year shall close into the Whitman Events Board Programming Reserve. The Programming Reserve closes into itself.
- d. If the balance of the Whitman Events Board Programming Reserve is greater than twenty thousand dollars (\$20,000), the Vice President of Finance, in consultation with the Finance Committee, may transfer funds into another account, such that the balance of the Whitman Events Board Program Reserve Fund is greater than or equal to twenty thousand dollars (\$20,000).

Article IX: Accounts

- A. At the start of each fiscal year, all operating funds belonging to ASWC shall be allocated into the appropriate ASWC accounts, as allocated by the budget passed for that fiscal year.
- B. Use of these accounts by their respective organizations at the start of the academic year will be frozen until the organization has filed a valid appropriate recognition update form with ASWC.

- C. At the end of each fiscal year, the remaining balances in accounts will be distributed as

follows:

- a. Discretionary Funds
 - i. The Travel and Student Development Fund closes into itself. The Contingency Fund closes to the ASWC Master Fund. The Community Project Fund closes into itself.
 - b. Other Funds
 - i. The Lifecycle Fund will close into itself.
 - ii. The ASWC Master fund will close into itself.
 - iii. The Whitman Events Board Programming Reserve will close into itself.
 - c. ASWC-Affiliated Funds
 - i. The accounts of the college newspaper, blue moon, quarterlife, KWCW, ASWC Sound and Lights, and the ASWC Office Fund will be credited to the Lifecycle Fund. The Lifecycle Fund closes into itself.
 - ii. The Whitman Events Board Account will be credited to the Whitman Events Board Programming Reserve.
 - iii. The Co-Sponsorship Fund closes into itself.
 - iv. The Organic Garden account will close into itself.
 - d. All ASWC accounts and club balances not named in the above section will be credited to the ASWC Master account. The ASWC Master account closes into itself.
- D. Organization accounts with a balance greater than fifty dollars (\$50.00) remaining may petition the Finance Committee to retain their balance.
- a. Organizations wishing to retain their balance shall submit a written request to the Finance Committee at the same time as its Budget Request Form for the next fiscal year.
 - b. Requests shall indicate the balance remaining and the intended purpose for the retention of those funds.
 - c. Requests shall be evaluated by the Finance Committee based on fiscal viability and the requesting organization shall be notified in writing of the decision of the Committee.
 - d. The Finance Committee shall render a decision on proposals as part of deciding upon the preliminary budget.
 - e. The Senate may overturn the decision of the Finance Committee by a majority vote on appeal.
 - f. Account balances retained by this process will close into the same account for the next fiscal year.
- E. No ASWC affiliated student organization may have a bank account outside of Whitman

College.

- F. In the case that an organization loses recognition by ASWC, the balance remaining in its account shall be transferred to the Contingency Fund.

G. Budget Managers

- a. Designation of Budget Managers

- i. All ASWC Organizations with an ASWC account shall designate a member to serve as that organization's Budget Manager and main point of contact with the ASWC Senate and Finance Committee.
 - ii. No individual may serve as the Budget Manager for more than one organization. Additionally, neither the Finance Chair nor members of the Oversight Committee may serve as a budget manager for any specific ASWC club or organization.
 - iii. If the Finance Chair finds a Budget Manager to have been involved in facilitating the fraudulent use or embezzlement of ASWC funds, the account shall be immediately frozen and the matter shall be referred to the Dean of Students Office and brought to the attention of the Oversight Committee. It shall be at the discretion of the Finance Chair to unfreeze the account.

- b. The President of the Associated Students of Whitman College shall serve as the Budget Manager for the ASWC Office Account.

- c. The Chief Officers of Campus Media Organizations and the Whitman Events Board Chair shall serve as the Budget Managers for their respective organizations.

- d. Overdraft of Accounts

- i. In the event of outstanding receipts following the depletion of an account, the club or organization shall be held responsible for working with the Finance Chair to ensure the account is returned to a zero or positive balance.
 - 1. This may include but is not limited to group fundraising, requesting contributions from group members, or requesting contingency funds.
 - ii. During training, Budget Managers will be instructed not to expect ASWC funds for account overdrafts.

- e. Budget Manager Training

- i. The Finance Chair and the Administrative Assistant are responsible for holding budget manager trainings. The Finance Chair shall ensure clubs attend these training sessions before they can access their annual

budget.

- ii. Additional individual training sessions shall be conducted for individuals unable to attend the scheduled sessions and for any individual who becomes a Budget Manager after the scheduled training sessions have occurred.
- iii. Budget Manager Training certifies an individual for the fiscal year in which they are trained only.
- iv. The training session shall include a detailed discussion of this Article of these By-laws, an explanation of the Finance Rules and Procedures for conducting business, and any other business deemed germane by the Finance Chair.

f. Financial Reporting

- i. It shall be the right of the Budget Managers to request a detailed account statement from the Finance Chair.
- ii. It shall be the duty of the Finance Chair to notify the Budget Manager of the club's balance at the end of each semester and to provide notice when the balance of the account is at zero.
- iii. The Finance Chair shall provide a detailed account statement of the ASWC Office Account to the Chair of the Oversight Committee each semester, or upon written request.
- iv. The Oversight Committee retains the authority to audit other accounts of ASWC and may request copies of account statements from the Finance Chair.
- v. The Finance Committee shall have the power to audit all ASWC accounts and call members of organizations before it to testify on specific charges made by an organization, or office.

H. Disbursement of funds

- a. The Finance Chair shall have the authority to create reasonable rules to govern the financial operations of ASWC. These rules shall take effect upon approval by a majority vote of the Finance Committee, the Senate retains the right to modify these rules.
- b. Purchases over \$500 shall require the advance approval of the Finance Chair.
 - i. The Finance Chair shall approve all requests that are in compliance with the By-laws, Constitution, and rules of ASWC provided that organization has sufficient funds in its account for the charges.
 - ii. The ASWC Advisor shall approve all requests that are in compliance with the By-laws, Constitution, and rules of ASWC provided that the

organization has sufficient funds in its account for the charges.

- c. The Finance Chair shall sign all disbursements, vendor payments, purchase orders, time sheets, voucher slips, and contracts which have been authorized by the Budget Manager of the requesting organization and are not in violation of these Bylaws or the Constitution of ASWC.
 - i. In the case that the Finance Chair refuses to sign any of the aforementioned items, they shall inform the Budget Manager of the requesting account, the Finance Committee and the Senate that the Budget Manager has the option of appealing the decision to the Senate.
 - ii. In the case of appeal, the matter shall be brought before the Senate, who may overturn the decision of the Finance Chair by a two-thirds (2/3) majority vote.
 - iii. In the event of an extended absence of the Finance Chair, the President may sign in place of the Finance Chair.
 - iv. In the event of extended absence of the Finance Chair and the President, the ASWC Advisor and Administrative Assistant may sign in their place.

Article X: Uses of Monies

- A. ASWC monies shall be used for co-curricular and extra-curricular expenses.
- B. ASWC monies shall not be used to purchase alcohol or drugs.
- C. ASWC monies shall not be used in cases in which a student's grade or course credit is at stake.
- D. ASWC monies shall not be used by Academic Departments.
 - a. ASWC monies can be used in collaboration with Academic Departments for purposes consistent with these by-laws.
- E. ASWC monies shall not be used to purchase items for personal use,
 - a. unless the monies are used as a result of an Emergency Fund request
- F. ASWC Communications, the Whitman Events Board, Campus Media Organizations, and other ASWC clubs may purchase promotional and advertising items.
 - a. Promotional and advertising items are defined as items designed to promote brand recognition such as stickers and pens. These items are generally distributed en masse at events such as the Activities Fair, ASWC Orientation, and organization-specific events such as concerts, fundraisers, and release parties.
 - b. These items shall bear the purchasing organization's logo, ASWC's logo, or both.
- G. Approval Process
 - a. In cases where the money used to purchase promotional and advertising items

comes from the organization's own budget, the organization may purchase marketing and promotional items that cost less than one dollar (\$1.00) per item without advance approval.

- b. The purchase of promotional and marketing items which cost more than one dollar (\$1.00) per item shall be pre-approved by the Finance Chair. Pre-approval shall be requested in writing, and the requesting organization will be notified in writing of the Finance Chair's decision.
 - i. Should the Finance Chair deny a request, the requesting party may appeal this decision to the entire Finance Committee, which may overturn the Chair's decision by a majority vote.
 - ii. The Whitman Events Board may purchase items that cost more than one dollar (\$1.00) as prizes for drawings, competitions, and other events without pre-approval from the Finance Chair.
 - iii. The availability of these prizes shall be advertised in all marketing materials for the relevant event.
 - 1. In cases where the money used to purchase advertising and promotional items is a new allocation made by the Finance Committee from funds not directly controlled by the requesting organization, the normal finance voting procedure shall apply, depending on the amount of money being allocated.

- iv. ASWC monies shall not be used to pay Whitman College Staff.
- v. ASWC monies may not be donated to or contributed to organizations outside of ASWC, including administrative offices at Whitman College except the ASWC Master Fund.
 - 1. ASWC monies may be used for fundraising purposes if the principal investment is repaid to the ASWC account of the organization before funds are donated.
- c. ASWC monies shall not be spent after the last day of classes of each fiscal year to allow the Finance Chair sufficient time to prepare the year-end reports. Should an organization need to make purchases beyond this date, the Vice President of Finance may grant an extension following a written request by the organization.
- d. The Finance Committee may overturn extensions or extension denials by a majority vote on appeal.
- e. Campus Media Organizations and the Whitman Events Board shall be automatically exempt from the May 1 deadline.

H. Inventory

- a. Non-consumable items purchased by ASWC organizations shall become part of the ASWC Inventory.
- b. The ASWC Advisor shall keep an accurate record of all items in the ASWC Inventory.
- c. All organizations shall, upon written request from the Finance Chair, surrender inventoried items to the Finance Chair for storage and inventory control.
 - i. An organization failing to surrender requested inventory to the Finance Chair shall be considered in the Senate for loss of recognition, and the cost of that inventory shall be the responsibility of the Budget Manager for the organization or office.

Chapter Eight: Nominations and Appointments

Article I: Purpose

- A. The Nominations and Appointments Committee (NAC) serves as a liaison between ASWC members, Senate, ASWC Committees, and ASWC affiliated organizations, and College Committees, Advisory Committees, and Student Representatives on the College Governing Board and Policy Committees. The members of the committee are responsible for ensuring that their decisions are aligned with the concerns and necessities of ASWC members and ASWC affiliated organizations.

Article II: Composition

- A. The Nominations and Appointments Committee shall be composed of no less than three (3) and no more than four (4) members, including the Chair of the committee.
 - a. The Vice-Chair of the Oversight Committee may, as the Chairs of the Nominations and Appointments Committee and Oversight Committee deem necessary, be present at the committee meetings.
 - b. No member shall be allowed to serve in any other elected ASWC position.
- B. The Chair of Nominations and Appointments shall be internally elected during the spring semester by a simple majority vote of the members of the committee and serve in their position for the entirety of the upcoming academic year, as stated in Chapter Three, Article V.
- C. The committee shall select a Vice-Chair that shall fulfill the duties of the Chair whenever the current Chair is absent or unable to complete them.
 - a. The Vice-Chair shall be internally elected by a simple majority vote of the members of the committee as established in Chapter Three, Article V.
- D. Members of the Nominations and Appointments Committee shall be appointed by the Chair in consultation with the current members of the committee.
 - a. Members of the Nominations and Appointments Committee might serve in their position for the entirety of the academic year they are hired for, as long as they

remain members of the Associated Students of Whitman College as established in Chapter One.

- b. The Nominations and Appointments Committee will begin the process of nominating new members whenever the Chair deems it necessary as established in Chapter Three, Article V.
 - i. The new members process shall not be initiated after the Finance Committee has begun the process of producing stipends for that academic semester as established in Chapter Seven, Article X.

Article III: Duties

- A. The Nominations and Appointments Committee shall solicit applications for all necessary positions, from the student body, as dictated by Whitman College.
- B. The Nominations and Appointments Committee shall meet at least twice (2) every month of the academic year.
 - a. Meetings will be facilitated by the Chair of the Nominations and Appointments Committee.
 - i. Meetings of the Nominations and Appointments Committee may be open to the public.
 - 1. A three-quarters ($\frac{3}{4}$) vote from members of the Committee is necessary for its approval.
- C. The Chair of Nominations and Appointments shall, in consultation with the current members of the committee and the ASWC Advisor, provide training for all new members of the committee.
- D. The Nominations and Appointments Committee shall serve as a liaison between Senate and the ASWC-affiliated Committees,
 - a. The Nominations and Appointments Committee shall communicate relevant updates, concerns, or recommendations to both parties.
- E. The Chair of Nominations and Appointments shall serve as a liaison to the Board of Trustees, Student Life Committee, Student Affairs Committee, Budget Committee, and President's Sustainability Committee.
- F. The Nominations and Appointments Committee shall hire, as necessary, for all ASWC-affiliated Committees, including but not limited to College Committees, Advisory Board Committees, Governing Board Committees, and Policy Committees.

- a. A public announcement shall be made by the Communications Committee to all ASWC members.
- b. The Nominations and Appointments Committee shall evaluate applicants based on, but not limited to:
 - i. The submission of a digital application.
 - 1. The digital application shall be created by the Chair of Nominations and Appointments and shall include the minimum requirements for the open position established by the ASWC-affiliated Committee and/or the Nominations and Appointments Committee.
 - 2. The application shall remain open for at least seven (7) days after it is made available to all ASWC members.
 - ii. Interviews conducted by at least two (2) members of the committee.
 - 1. The Committee holds the discretion to deny the candidates that are going to be interviewed.
- c. The Nominations and Appointments Committee shall keep an ASWC Committee Appointments document with a list of all the committees they hire for.
 - i. The document may be reviewed by the Nominations and Appointments Committee whenever the committee deems it necessary.
 - 1. Committees may be added or removed from the document by a simple majority vote from the Nominations and Appointments Committee.
 - a. The Chair of Nominations and Appointments shall preside over the voting procedure.
 - 2. The internal election process for adding or removing a Committee from the document is as follows:
 - a. A member of the Nominations and Appointments Committee may nominate an ASWC-affiliated Committee to be added to the document
 - b. All Nominations and Appointments committee members shall vote to add or not add the Committee to the document.
 - c. The Chair of Nominations and Appointments collects the votes and announces the results.

3. The Chair of Nominations and Appointments shall inform Senate about the committees that are part of the document at the end of each academic semester.
- d. Each member of the Nominations and Appointments Committee shall fulfill one of three roles. Should the Committee only have two regular members, the duties of the Application Revision Specialist shall be divided amongst the other two members:
 - i. The Senate Liaison shall
 1. Prepare a short presentation for the senate after each hiring cycle (between 5-10 minutes). This presentation will include a description of the committee, how many applicants were seen, what was being looked for, what informed the decision, and who was hired.
 2. Field any questions from the senate in regard to the hiring process.
 - ii. Communications Liaison shall
 1. Send communication materials, follow up on the process, and act as the connection between Nominations and Appointments and the Communications Committee.
 - iii. Application Revision Specialist shall
 1. Review each google form application to ensure forms ask accurate and relevant questions.
 2. Attend the unique elements of each committee to promote values of diversity, equity, and inclusion in application questions.
- e. If a member of the Nominations and Appointments Committee presents a conflict of interest or bias toward a candidate, they shall not participate in the hiring procedure.
- f. The Nominations and Appointments Committee shall hold internal votes to approve or deny any nomination of a candidate or appointment to a position.
 - i. All members of the committee shall vote.
 1. The Chair of Nominations and Appointments shall only vote in order to break a tie in the votes.
 - ii. Every voter holds the discretion to vote Yes, No, or Abstain.

1. A member shall only abstain when they present a conflict of interest or bias toward an applicant.
 2. A vote cannot be held internally by the committee without the presence of at least two-thirds ($\frac{2}{3}$) of the committee members present.
- iii. A simple majority of the number of votes is necessary for the approval of an applicant's nomination or appointment for a position.
- iv. The Chair of Nominations and Appointment shall inform applicants about the committee's hiring decision no later than three (3) days after all interviews are conducted.
- g. The Chair of Nominations and Appointments shall present the decisions of the Nominations and Appointments Committee to the President of Whitman College and their cabinet when necessary and present them at Senate.
 - i. The Nominations and Appointments Committee shall inform Senate of the nominees for the Student Life Committee, Student Affairs Committee, and all Governing Board positions.
- h. Submitted applications and a document with a summary of the interview shall be archived and only accessed by the Nominations and Appointments Committee, and may be accessed by the Chair and Vice-Chair of the Oversight Committee, ASWC Advisor, and Student Activities Assistant upon request.
- i. All student representatives appointed to a College Committee and/or an Advisory Committee hold responsibilities that include but are not limited to:
 - i. Attending any necessary training provided by the hiring ASWC-affiliated Committee and/or Nominations and Appointments Committee.
 - ii. Attending meetings of the College Committee or Advisory Committee upon which they sit as needed.
 - iii. Communicating with their assigned Nominations and Appointments Committee member at least twice (2) a semester.
 - iv. If the Committee is not meeting at least once (1) every two (2) months, the student member for that committee shall contact the Nominations and Appointments Committee.
 1. The Nominations and Appointments Committee shall meet with the student members of this committee.

2. The Nominations and Appointments Committee shall contact the Head of the Committee to inquire about the activities of the Committee.
- j. All student representatives appointed to a Governing Board Committee (Board of Trustees) have requirements and responsibilities that include but are not limited to:
 - i. Student Representatives to the Board of Trustees shall be a rising Senior during the spring semester of being appointed.
 - ii. Must be able to attend all three (3) school year meetings as scheduled by the Board of Trustees.
 - iii. Must be able to attend training before the first (1st) meeting in early fall of each academic year.
 - iv. Communicating with their assigned Nominations and Appointments Committee members at least twice (2) a semester.
 - k. All student representatives appointed to a Policy Committee (Whitman Experience Committee, Whitman Resource Committee, and Whitman Advancement Committee) and have requirements and responsibilities that include but are not limited to:
 - i. Must be a rising Senior or Junior during the spring semester of being appointed.
 - ii. Must be able to attend all three (3) school year meetings as scheduled by the respective committees.
 - iii. Must be able to attend training before the first (1st) meeting in the early fall of each academic year.
 - iv. Communicating with their assigned Nominations and Appointments Committee members at least twice (2) a semester.

Chapter Nine: Oversight Committee

Article I: Purpose

- A. The purpose of the Oversight Committee is to maintain records of the ASWC Constitution and associated Bylaws. The members of the committee are expected to act through limited means for regulation (Legislation procedures), functioning (Elections and Hiring Procedures) and enforcement (Investigation Procedures). The members of the committee are responsible for executing all procedures according to the ASWC Constitution and ASWC Bylaws, as well as according to the ASWC members, Senate, ASWC Committees, and ASWC affiliated organizations concerns and necessities for that academic year.

Article II: Composition

- A. The Oversight Committee shall be composed of no less than three (3) and no more than five (5) members, including the Chair of the committee.
 - a. No member shall be allowed to serve in any other elected ASWC position.
- B. The Oversight Chair shall be internally elected during the spring semester by a simple majority vote of the members of the committee and serve in their position for the entirety of the upcoming academic year, as stated in Chapter Three, Article V.
- C. The committee shall select a Vice-Chair that shall fulfill the duties of the Chair whenever the current Chair is absent or unable to complete them.
 - a. The Vice-Chair shall be internally elected by a simple majority vote of the members of the committee as established in Chapter Three, Article V.
- D. Members of the Oversight Committee shall be appointed by the Chair in consultation with the current members of the committee.
 - a. Members of the Oversight Committee will serve in their position for the entirety of the academic year they are hired for and may, at the discretion of the Chair of Oversight, renew their position in the committee for the upcoming academic year during the ASWC General Hiring period.
 - a. The Oversight Committee will begin the process of nominating new members whenever the Chair deems necessary as established in Chapter Three, Article V.
 - i. The new members process shall not be initiated after the Finance Committee has begun the process of producing stipends for that academic semester as established in Chapter Seven, Article X.

Article III: Duties

- A. The Oversight Committee functions as a decision-making and advisory body in affairs regarding the ASWC Constitution and Bylaws to all ASWC members, ASWC Student Representatives, ASWC Committees, Senate, ASWC affiliated organizations, and other on-campus and off-campus organizations.
 - a. The Oversight Committee shall ensure that adopted revisions to the bylaws are in compliance with the ASWC Constitution and with existing Bylaws before they take effect.
 - i. In the case that the Oversight Committee establishes that existing sections of the bylaws conflict with the Constitution and/or with other sections of the bylaws, those specific sections shall be void and subject to revision.
 - b. The Oversight Committee shall make interpretations to clarify the ASWC Constitution and Bylaws in questions of procedure when necessary.
 - i. The Oversight Committee shall make all such rulings and interpretations of bylaws available in writing upon request.
 - 1. Any documentation concerning Constitution and/or Bylaws interpretation shall be archived, with public access, by the Oversight Committee.
- B. The Oversight Committee shall meet at least twice (2) every month of the academic year.
 - a. Meetings will be facilitated by the Chair of the Oversight Committee.
 - i. Meetings of the Oversight Committee may be open to the public.
 - 1. A three-quarters ($\frac{3}{4}$) vote from members of the Committee is necessary for its approval.
- C. A member of the Oversight Committee may, as the Committee deems necessary or at the request of another ASWC Committee and/or ASWC affiliated organization, be present at their meetings to ensure compliance with the bylaws.
- D. The Oversight Committee shall conduct the General Election, Recall Procedure, Vacancy Procedure, and shall oversee any ASWC Committees Hiring Procedures as outlined in Chapter Three.
- E. The Oversight Committee shall conduct Investigation procedures as outlined in Chapter Sixteen.

- F. The Oversight Committee shall conduct Legislation procedures as outlined in Chapter Nineteen.
- G. The Oversight Committee may, in coordination with the Finance Committee and Student Activities Assistant, review and audit the following entities, including but not limited to:
 - a. Any ASWC-affiliated organization, including but not limited to clubs, campus media organizations, and programming organizations.
 - b. Any elected, appointed, or stipended officer or employee of ASWC, the ASWC Advisor, and the Student Activities Assistant.
 - c. The Chair and Vice-Chair of the Student Development Committee may, at the discretion of the Chairs of Oversight and Finance, participate in any auditing procedure.
- H. The Chair of Oversight shall, in consultation with the current members of the committee and the ASWC Advisor, provide training for all new members of the committee.


Chapter Ten: Student Development Committee

Article I: Purpose

- A. The purpose of the Student Development Committee (SDC) is to work with ASWC Student Representatives, ASWC affiliated and non-affiliated organizations, Senate, faculty, and college administration offices, in an equitable and sustainable manner, for the creation, acquisition, development, and implementation of activities and resources that support the enrichment of the Whitman community. The members of the committee are responsible for ensuring that the activities and resources are aligned with the concerns and necessities of ASWC members and ASWC affiliated organizations.

Article II: Composition

- A. The Student Development Committee shall be composed of no less than three (3) and no more than four (4) members, including the Chair of the committee.
 - a. The Vice-Chair of the Oversight Committee may, as the Chairs of the Student Development Committee and Oversight Committee deem necessary, be present at the committee meetings.
 - b. No member shall be allowed to serve in any other elected ASWC position.
- B. The Chair of Student Development shall be elected during the spring semester by a simple majority vote of the members of ASWC and serve in their position for the entirety of the upcoming academic year, as stated in Chapter Three, Article III.
 - a. Candidates may request a meeting with the sitting Chair of Student Development prior to running in the election to discuss any ASWC or committee functioning procedure.
- C. The committee shall select a Vice-Chair that shall fulfill the duties of the Chair whenever this one is absent or unable to complete them.
 - a. The Vice-Chair shall be internally elected by a simple majority vote of the members of the committee as established in Chapter Three, Article V.
- D. Members of the Student Development Committee shall be appointed by the Chair in consultation with the current members of the committee.
 - a. Members of the Student Development Committee might serve in their position for the entirety of the academic year they are hired for, as long as they remain members of the Associated Students of Whitman College as established in Chapter One.
 - b. The Student Development Committee shall begin the process of nominating new members whenever the Chair deems it necessary as established in Chapter Three, Article VII.

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- i. The new members process shall not be initiated after the Finance Committee has begun the process of producing stipends for that academic semester as established in Chapter Seven, Article X.

Article III: Duties

- A. The Student Development Committee serves as the liaison between Senate and ASWC affiliated organizations, non-affiliated organizations, student representatives, faculty, and college administration offices.
 - a. The committee shall ensure that all activities and resources created are accessible and equitably available for all ASWC members and affiliated organizations.
- B. The Student Development Committee shall meet at least twice (2) every month of the academic year.
 - a. Meetings will be facilitated by the Chair of the Student Development Committee.
 - i. The Chair of Student Development reserves the discretion to open the committee meetings to the public.
- C. The Chair and Vice-Chair of Student Development may, as the Chairs of the Finance Committee and Oversight Committee deem necessary, participate in any ASWC auditing procedure.
- D. The Chair of Student Development shall serve as the point of contact for ASWC affiliated and/or funded organizations, including but not limited to Programming Organizations, Student Media Organizations, Sports Clubs, Clubs, Greek Life, Affinity Clubs, Interest House Community, and ASWC student representatives.
- E. Organizations Consultancy
 - a. The Student Development Committee shall promote and maintain channels of communication aimed to strengthen the cooperation between ASWC and non-ASWC members and affiliated organizations, create new possibilities of personal development for all ASWC members and affiliated organizations, and receive feedback regarding the performance of Senate, ASWC Committees, and ASWC affiliated organizations.
 - b. The Student Development Committee shall work, alongside the ASWC student representatives of each class year, in the development of projects and events that are specific to the demands and necessities of each specific class year.
 - c. The Student Development Committee shall meet at least three (3) times per academic semester with the media heads, chairs, captains, presidents, and executive directors of the following ASWC affiliated organizations:
 - i. ASWC President.

- ii. Programming Organizations, including but not limited to the Whitman Events Board (WEB), Power and Privilege Symposium (P&P), and Sound and Lights Company.
 - iii. Student Media Organizations, including but not limited to the newspaper The Wire, KWCW Radio Station, Blue Moon Art & Literary Magazine, Quarterlife Literary Magazine, and the Whitman Outdoor Journal.
 - iv. Sport Clubs.
 - v. Clubs that receive 0.5% or more in funding from the ASWC budget in one academic year.
- d. The Student Development Committee shall meet at least twice (2) per academic semester with:
 - i. Club Presidents whose organization receives less than 0.5% in funding from the ASWC budget in one academic year.
 - ii. ASWC Advisor and Student Activities Assistant.
 - iii. Greek Life Leaders on campus.
 - iv. IC Affinity Clubs Presidents.
 - v. ASWC Student Representatives of each class year.
- e. The Student Development Committee shall meet at least once (1) per academic semester with
 - i. Director of the Career and Community Engagement Center.
 - ii. Interest House Community Resident Director.
 - iii. Director of the Academic Resource Center.
 - iv. Chair of the Faculty.
 - v. Director of the Welty Student Health Center.

F. Formation and Training

- a. The Student Development Committee shall advise, alongside the ASWC Advisor, ASWC members, and affiliated organizations on projects and resources that contain any type of work-training or personal formation component that could be beneficial for their duties.
 - i. The committee may consult with the Whitman College Career and Community Engagement Center regarding currently offered programs.
- b. The Student Development Chair shall organize, alongside the ASWC President, the ASWC General Retreat for new members of Senate at the beginning of the fall semester of each academic year.
 - i. The committee shall ensure that members appointed to ASWC committees during the spring semester of that academic year receive an adjusted version of the fall semester general retreat.

- c. The Student Development Committee shall constantly search and ensure on-campus and off-campus opportunities for courses, conferences, projects, training, and workshops that provide the possibility to improve the performance of duties of Senate, ASWC committees, and ASWC affiliated organizations.
 - i. The Chair of Student Development reserves the discretion to determine the moderator over these events.
 - ii. The Chair of Student Development shall consult with the Chair of Finance regarding funding opportunities for the projects.

Chapter Eleven: Sustainability

Article I: Purpose

- A. The Sustainability Committee (SC) works at the intersection of environmental justice and environmentalism by developing projects and supporting ASWC members, Senate, ASWC Committees, and ASWC affiliated organizations in pursuing healthy development of the institution. The members of the committee are responsible for ensuring that their projects and resources are aligned with the environmental and sustainability concerns of ASWC members and ASWC affiliated organizations.

Article II: Composition

- A. The Sustainability Committee shall be composed of no less than three (3) and no more than four (4) members, including the Chair of the committee.
 - a. The Vice-Chair of the Oversight Committee may, as the Chairs of the Sustainability Committee and Oversight Committee deem necessary, be present at the committee meetings.
 - b. No member shall be allowed to serve in any other elected ASWC position.
- B. The Chair of Sustainability shall be elected during the spring semester by a simple majority vote of the members of ASWC and serve in their position for the entirety of the upcoming academic year, as stated in Chapter Three, Article II.
 - a. Candidates may request a meeting with the sitting Chair of Sustainability prior to running in the election to discuss any ASWC or committee functioning procedure.
- C. The committee shall select a Vice-Chair that shall fulfill the duties of the Chair whenever the current Chair is absent or unable to complete them.
 - a. The Vice-Chair shall be internally elected by a simple majority vote of the members of the committee as established in Chapter Three, Article V.
- D. Members of the Sustainability Committee shall be appointed by the Chair in consultation with the current members of the committee.
 - a. Members of the Sustainability Committee might serve in their position for the entirety of the academic year they are hired for, as long as they remain members of the Associated Students of Whitman College as established in Chapter One.

- b. The Sustainability Committee shall begin the process of nominating new members whenever the Chair deems it necessary as established in Chapter Three, Article V.
 - i. The new members process shall not be initiated after the Finance Committee has begun the process of producing stipends for that academic semester as established in Chapter Seven, Article X.

Article III: Duties

- A. The Sustainability Committee shall actively advocate for, create, develop, and execute projects and initiatives that move ASWC Student Representatives, Senate, ASWC Committees, ASWC affiliated organizations, and Whitman College administration and faculty to become a more sustainable campus.
- B. The Sustainability Committee shall meet at least twice (2) every month of the academic year.
 - a. Meetings will be facilitated by the Chair of the Sustainability Committee.
 - i. The Chair of Sustainability reserves the discretion to open the committee meetings to the public.
- C. The Chair or Sustainability shall facilitate a session addressing environmental justice and environmentalism for the ASWC General Retreat.
 - a. The committee may consult with the Sustainability Office regarding current offered programs.
- D. The Sustainability Committee shall serve as a liaison with relevant members of staff and faculty that contribute towards ensuring social justice and environmentalism at Whitman College including but not limited to the Sustainability Manager, and Cleveland Sustainability Intern.
 - a. The Chair of Sustainability shall meet with the Sustainability Manager twice (2) per academic semester.
 - b. The Chair of Sustainability shall attend the President's Sustainability Advisory Committee (PSAC).
- E. The Sustainability Committee shall work with relevant ASWC affiliated organizations that contribute towards ensuring social justice and environmentalism at Whitman College including but not limited to the Climate Change Coalition, Indigenous People's Education and Culture Club (IPECC), and Diversity, Equity, and Inclusion Committee (DEI).

- a. The Student Development Committee may, as the Chairs of the Sustainability and Student Development Committees deem necessary, serve as a liaison between the committee and the ASWC affiliated organizations.
 - b. The Sustainability Committee shall monitor and sustain the work of sustainability-oriented clubs on campus.
 - i. In the event that a given club or organization disbands, the sustainability committee shall consider continuing the work of the given club, organization, or initiative.
 - 1. The sustainability committee shall continue the work of groups engaged in land-management/co-management.
 - 2. In the event that the sustainability committee accepts the responsibilities of a given club they shall act in reasonable accordance with the policies of the given group.
- F. The Sustainability Committee shall, alongside the Diversity, Equity, and Inclusion Committee, review the ASWC Native People's Acknowledgment whenever the Chairs of both committees deem it necessary.
- a. The Committees may consult ASWC affiliated and non-affiliated organizations for the review process, including but not limited to the Indigenous People's Education and Culture Club (IPECC).
 - b. The committees may consult the Whitman College Advisory Council for CTUIR Collaboration (WCACCC) for communications with the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).
- G. The Sustainability Committee and the Finance Committee shall jointly oversee ASWC's electric vehicles contract with Whitman College administration.
- a. The Finance and Sustainability Chairs shall meet with the College's Vice President of Finance and Administration to discuss the annual renewal of the contract.
 - i. This shall occur at least four (4) weeks before the contract is renewed.
 - 1. If a meeting fails to occur, the contract shall not be renewed.
 - b. The Sustainability Committee shall submit an expenditure request upon the confirmed renewal of the contract.

Chapter Twelve: ASWC Advisor

Article I: Purpose

- A. The ASWC Advisor provides assistance with historical institutional memory, and provides guidance and support to ASWC members, ASWC Student Representatives, ASWC Committees, Senate, and ASWC affiliated organizations.

Article II: Selection

- A. The Executive Council shall, alongside the Dean of Students Office, appoint a member of their staff to become the ASWC Advisor no later than one (1) month before the end of the spring semester of each academic year.

Article III: Duties

- A. The ASWC Advisor shall engage regularly with ASWC Student Representatives.
 - a. The ASWC Advisor may, at the discretion of the Chair of the Committee, attend ASWC Committee meetings.
 - b. The ASWC Advisor may, at the discretion of the Executive Council, be present at all Executive Council meetings.
 - c. The ASWC Advisor shall attend all Senate meetings and may provide information when necessary.
- B. The ASWC Advisor shall engage regularly with ASWC affiliated organizations.
 - a. The ASWC Advisor shall process timesheets for all ASWC Student Representatives, Student Media Organizations Chief Officers, and Programming Organizations Chairs and Directors.
 - b. The ASWC Advisor holds the discretion to perform or delegate administrative and procedural functions of ASWC affiliated organizations.
 - i. The person who takes over these duties shall be a member of the Dean of Students Office.
- C. The ASWC Advisor shall support and guide members of Senate with their goals by, including but not limited to, facilitating connections with other student and/or administrative leadership, providing information of legal implications of practices and procedures, serving as a source of institutional knowledge, informing of administrative and faculty decisions, and providing logistical and content evaluation of ideas, projects and/or events.

- D. The ASWC Advisor shall, alongside the Oversight Committee, ensure that confidentiality is maintained in the ASWC practices and procedures where necessary.
- E. The ASWC Advisor holds no power of final decision over, including but not limited to, funding practices, legislation, impeachment proceedings, hiring practices, senate scheduling, or any other practices and procedures related to the role or regular functioning of ASWC already accounted for by a student position.
- F. The ASWC Advisor shall, alongside the Executive Council, supervise the work of the Student Activities Assistant.
- G. The ASWC Advisor shall support the Oversight Committee in the ASWC General Elections as outlined in Chapter Three, Article II.

Chapter Thirteen: Student Activities Assistant

Article I: Purpose

- A. The Administrative Assistant for the Student Activities Office provides administrative support to all ASWC members, ASWC Student Representatives, ASWC Committees, ASWC affiliated organizations, and Senate. Assistance shall be provided for access of and advise in the development of policies, practices, and administrative procedures of ASWC.

Article II: Duties

- A. The Student Activities Assistant shall engage frequently with the ASWC Student Representatives and ASWC Committees.
 - a. The Student Activities Assistant may, at the discretion of the Executive Council, be present at all Executive Council meetings.
 - b. The Student Activities Assistant may assist the Chair of Finance in their session for the ASWC General Retreat.
- B. The Student Activities Assistant shall serve as a liaison between ASWC members, ASWC affiliated organizations, ASWC Committees, and Senate.
 - a. The Student Activities Assistant shall assist the Finance Committee in the entirety of the budgeting process, funds allocations, and accounts administration.
 - b. The Student Activities Assistant may assist ASWC affiliated organizations in their budgeting process and account administration.
 - c. The Student Activities Assistant may attend Senate meetings when necessary.
- C. The Student Activities Assistant shall assist ASWC officers and affiliated organizations by providing insight on bylaws as needed.
 - a. The Student Activities Assistant may consult the Oversight Committee for any bylaw interpretation.
- D. The Student Activities Assistant shall manage, alongside the Chair of Finance, the designation of funds on credit cards from ASWC affiliated organizations and services.
- E. The Student Activities Assistant shall maintain neat and orderly files of financial ASWC papers and records.
- F. The Student Activities Assistant shall receive and process invoices, reimbursement requests, and transfer requests, prepare vendor payments, travel means, entertainment expense requests, and journal vouchers as needed. An authorized representative of the account to which the disbursement will be charged shall sign all requests, authorizing the disbursement of funds.

- G. The Student Activities Assistant shall process educational development agreements and student hiring paperwork for all ASWC Student Representatives, Student Media Organizations Chief Officers, and Programming Organizations Chairs and Directors.
- H. The Student Activities Assistant shall issue statements of charges to ASWC customers and/or services.
- I. The Student Activities Assistant shall notify the authorized representative of all ASWC accounts on a monthly basis of the current balance of such accounts and the level of funds remaining for the current fiscal year.
- J. The Student Activities Assistant shall audit all files and records related to ASWC accounts payable, accounts receivable, and general ledger.
 - a. The Chairs of Finance, Oversight, and Student Development may participate in the auditing process upon request.
- K. The ASWC Advisor holds no power of final decision over, including but not limited to, funding practices, legislation, impeachment proceedings, hiring practices, senate scheduling, or any other practices and procedures related to the role or regular functioning of ASWC already accounted for by a student position.

Chapter Fourteen: Clubs

Article I: Purpose

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

Article II: Duties and Rights

- A. Clubs shall adhere to the following duties:
 - a. Create and maintain a constitution that does not contradict the ASWC Constitution and Bylaws;
 - b. Bear notification of ASWC sponsorship on any and all publications produced by the club;
 - c. Comply with ASWC requests to review any important club documents, such as the club constitution;
 - i. Any changes shall be approved by the ASWC President in conjunction with the Student Activities Office.
 - ii. Changes will be made available to the Senate.
 - iii. The updated copy will be retained by the ASWC President.
 - d. Ensure Club Representatives fulfill their roles as outlined in Article V, Section Four. Failure to do so will result in the freezing of club accounts and/or derecognition.
 - i. The ASWC President shall make reasonable efforts to notify the club leadership when they are being considered for, and throughout the process of derecognition.
- B. ASWC-recognized clubs have the rights to:
 - a. Protection from discrimination on the basis of any of the protected classes described in the ASWC Bill of Rights as specified in the ASWC constitution. (Article VII, Sections One and Two.)
 - b. Request funding from the Contingency Fund and the Travel and Student Development Fund.

- c. View the budget allocations of all ASWC-recognized groups upon submitting a request to the Vice President of Finance.
- d. Be kept apprised of the Senate's activities.
 - i. If an item of business before the Senate is deemed specifically pertinent to clubs, it is the responsibility of the ASWC President to provide this information to club leaders.
- e. Consult an ASWC member on any issue regarding the club and/or ASWC proceedings

Article III: Club Recognition Processes

A. Club Recognition

- a. Any ASWC members may seek recognition for their club by completing the following tasks:
 - i. File a formal Club Constitution to be kept on file by ASWC.
 - ii. Contact the Student Activities Office in order to register the club on the appropriate platform.
 - iii. Nominate Club Representatives (as outlined in Article V, Section Four).
- b. Upon reviewing the Club Constitution and application to the appropriate platform, the ASWC President, in coordination with the Student Activities Office, will issue a recommendation to the Senate on the matter of granting ASWC recognition to the organization.
 - i. The Senate may recognize and establish a club by a simple majority vote.
- c. In the event that a group feels that they have been unjustly denied recognition, they have the following recourse available to them:
 - i. Request a summary ruling during the Senate session in which they feel the improper denial is taking place.
 - 1. The Oversight Committee shall briefly confer and issue a decision to the Senate on whether the denial criterion under discussion constitutes a bylaw violation.
 - ii. Request a ruling after the Senate session.

1. The Oversight Committee shall follow standard Oversight protocol for investigating complaints and issue a decision to the Senate in the next possible session after the conclusion of the investigation.
- iii. Following either ruling, if the Oversight Committee determines that improper action was taken, the Senate shall either continue the debate or host a new debate in which the improper criterion is barred from discussion or consideration.
 1. A new vote on the recognition of the club shall be subsequently taken.

B. Loss of Recognition

- a. Clubs may lose recognition through any of the following processes from the office of the ASWC President:
 - i. A club should complete the required registration process by the stated due date;
 - ii. A club's representatives fail to attend required training sessions; and/or
 - iii. Other reasons not outlined in these bylaws at the discretion of the ASWC President in consultation with the ASWC Executive Council.
 1. Should the ASWC President choose to derecognize a club, they shall present the derecognition publicly to the ASWC Senate with a written explanation.
- b. Clubs may lose recognition through ASWC Senate:
 - i. The Senate may vote to revoke a Club's recognition status by means of a two-thirds ($\frac{2}{3}$) vote.
- c. Clubs may lose recognition through the Oversight Committee:
 - i. Any student may submit a formal written complaint against a club to the Oversight Chair who shall establish an investigation in accordance with the Bylaws.
 - ii. Upon completion, the Oversight Committee will present its investigation to the Senate which will include a recommendation for or against that club's derecognition.
- d. A club may forgo its ASWC recognition at any time via formal, written communication with the ASWC President if a majority of the club members desire to discontinue activity.



- i. The derecognition will be made formal by the ASWC President in conjunction with the Student Activities Office.
 - ii. The derecognition of any club shall be presented publicly at the ASWC Senate.
- e. Procedures upon Derecognition:
 - i. All funds from the club's account shall be transferred to the Contingency Fund.
 - ii. A derecognized club may apply for re-recognition after one (1) full semester following their loss of ASWC recognition.
 - 1. In exceptional circumstances, the Senate may choose to restore a derecognized club's status within the one (1) full semester period by a two-thirds (2/3) vote.
 - 2. A club that is re-recognized within the one (1) full semester period that it lost recognition may apply to the Contingency Fund for a budget of no more than the amount relinquished with derecognition. Further, this action can only be performed by a majority vote of the Senate.

Article IV: Club Representatives

- A. Each club is required to have two (2) leadership positions consisting of a Club President and a Budget Manager.
 - a. These leadership positions shall be referenced throughout these Bylaws as the "Club Representatives."
 - b. Clubs that are associated with or supervised by a non-academic campus department may forgo one of these positions with formal written approval annually from both the ASWC President and the Student Activities office.
- B. Duties of Club Representatives:
 - a. To Club members:
 - i. Keep members apprised of relevant ASWC issues;
 - ii. Manage and maintain accurate records of the club's ASWC account making them available upon request; and
 - b. To ASWC members:
 - i. Maintain a complete and accurate list of their club's belongings throughout the year.
 - ii. Club Representatives are required to comply in good faith with any check-in surveys sent out by ASWC.

- c. To Training Sessions:
 - i. Club Representatives are to comply with any required trainings hosted by ASWC.
- C. The Club Representatives shall be added to the ASWC Clubs listserv by the ASWC President or the Student Activities Office.
- D. The Club Representatives have the right to contact an ASWC Senator or ASWC Officer at the beginning of each school year.
 - a. The Responsibilities of ASWC to clubs
 - i. The Senate shall make reasonable efforts to publish a detailed agenda of its meetings in order to give clubs time to meet, discuss, and potentially prepare a statement to be presented to the Senate.
 - ii. The ASWC President shall assign at least one Club Representative from each club to a senator or ASWC officer as appropriate.
 - 1. The ASWC President will attempt to evenly distribute the workload associated with these assignments.
 - 2. The ASWC President will send out check-in surveys to Club Representatives when needed.
 - 3. ASWC Officers will only be assigned a club with their prior approval.
 - iii. Senators or ASWC Officers shall make themselves available to clubs throughout the school year for questions and help and will send out lists of ASWC resources to their clubs at least two times per semester.
 - b. Club Funding
 - i. It is the right of all ASWC recognized clubs to maintain an ASWC account and request funding for club purposes from the Contingency Fund and the Travel and Student Development Fund.
 - 1. The requesting process can be initiated by either of the Club Representatives by submitting a Contingency Fund, or Travel and Student Development Fund request form provided by the Vice President of Finance.
 - a. The request will be considered by the ASWC finance committee during an open session.
 - ii. Clubs seeking funding for the following year will submit an annual Budget Request form provided to the Club Representatives by the Vice President of Finance.
 - iii. Clubs shall not have an account outside of the specified ASWC Account.



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

Chapter Fifteen: Student Media Organizations

Campus Newspaper Bylaws: wire@whitman.edu,

Student Radio Station Bylaws: kwcw@whitman.edu

Annual Art and Literary Magazine Bylaws: bluemoon@whitman.edu,

Quarterly Literary Magazine Bylaws: quarterlife@whitman.edu

Article I: Newspaper

- A. A college newspaper shall be published regularly by its Chief Officers during the academic year, excepting College vacations and final examination periods. The newspaper shall provide the General Membership of ASWC with an informative medium of journalistic expression.
- B. Chief Officers of the college newspaper, hereafter referred to as Editor in Chief and Publisher, shall be charged with the responsibility of publishing the newspaper.
 - a. The Editor in Chief will be responsible for the continuity of the publication, content, and organization of the paper as well as managing the journalistic staff. Content shall include written articles, titles, photographs, editorial content, illustrations, audio, layout, and any other content published under the First Amendment.
 - i. The Publisher will be responsible for payroll, contracts, production, and budgeting.
 - ii. The Editor in Chief and Publisher shall be selected by the Director of Student Organizations and the outgoing Chief Officers by the end of the spring semester to serve for the next academic year.
- C. The Editor in Chief and the Publisher shall be charged with the responsibility of administering the newspaper and shall serve for a term of one (1) academic year.
- D. The college newspaper shall publish in accordance with these by-laws, its own policies, and College policy including the rights of speech, expression, and association outlined in the Student Handbook.
- E. An Advisory Board shall be chosen by the Editor in Chief and the Publisher, with input from the newspaper staff.
 - a. The Advisory Board's function shall be to provide support, advice, and continuity to the newspaper.
 - b. The Advisory Board should be available as a resource only, but the quality of the content and the layout of the newspaper are the responsibility of the Editor.
- F. Should the Editor in Chief or the Publisher resign, the Advisory Board shall have the

power to appoint an interim replacement until the Director of Student Organizations confirms a permanent replacement.

Article II: Duties of Chief Officers

- A. Each Chief Officer is responsible for overseeing the successful operation of their media organization as defined above in Section One.
- B. All Chief Officers shall be charged with the duty of administering ASWC funds.
- C. All Chief Officers are responsible for the content of their respective Campus Media. Content shall be consistent with -- and be protected by -- the ASWC by-laws and Whitman College policy as well as local, state, and federal laws, including the First Amendment.
- D. The Student Development Chair shall be responsible for ensuring that each Chief Officer fulfills the duties of the office as outlined in the ASWC by-laws and the Chief Officers' contracts.
 - a. If there is a disagreement as to the nature of these duties a complaint may be submitted to the Oversight Committee.
 - i. If necessary, the Senate may pursue impeachment as outlined in Article III, Section Five.
- E. All Campus Media Organization Chief Officers shall make governing documents for their respective Campus Media Organization publicly available within the first month of the fall semester in the interest of facilitating long-term continuity and clarification. Governing documents shall include in some form:
 - a. A mission statement and goals or objectives of the Organization.
 - b. How leadership and staff positions are filled.
 - c. Duties and terms of officers and staff.
 - d. The general structure and function of the Organization.
 - e. A means of annual self-assessment tailored to the internal purposes of the organization that includes feedback on its leadership and the effectiveness of the Organization in meeting its goals. The result of this assessment shall also be made publicly available
- F. Any Chief Officer of a Campus Media Organization may request in writing that the President hold a Campus Media Summit at any time.
- G. All Chief Officers shall be required to attend at least one (1) ASWC Town Hall meeting per semester, or if they are unable to attend, designate a representative who will attend in their place.
- H. All informational brochures, advertisements, cards, posters, or other methods of advertisement released by an ASWC-commissioned Campus Media Organization shall

bear notification of ASWC sponsorship.

- I. Campus Media Organizations are required to send the Director of Communications, the WEB Chair, and the Student Activities Office a list of their major upcoming events, so that they may be publicized and placed on the Students Activities Calendar.
- J. All Chief Officers, the WEB chair, and the Executive Director of the Power & Privilege Symposium will meet monthly with the Director of Student Organizations, a group referred to as the Media Board.
 - a. The Director of ASWC Sound and Light may attend these meetings at their discretion and the discretion of the Director of Student Organizations.

Article III: Rights

- A. Campus Media Organizations are protected from discrimination on the basis of any of the protected qualities described in the ASWC Bill of Rights as specified in the Constitution.
 - a. If the Campus Media Organization believes discrimination or wrongdoing has taken place it may submit a complaint to the Oversight Chair.
 - i. If the complaint, as written, would constitute a violation of the Campus Media Organization's rights then the Oversight Committee shall conduct an investigation.
- B. Campus Media Organizations have the right to view the budget allocations of the recognized groups of ASWC. Upon request, the Chair of Finance shall provide this information as soon as is reasonably practical.
- C. Campus Media Organizations have the right to be kept apprised of the Senate's activities over the ASWC Organization Leaders' listserv.
- D. Campus Media Organizations have the right to consult both their designated senator and the Director of Student Organizations.
 - a. On issues that require significant expertise in the activities of a specific committee, the Senator or Chair may request the help of another Senator in resolving the matter
- E. Chief Officers of Campus Media Organizations have the right to meet with the Director of Student Organizations at least once a month for the purposes of maintaining regular communication with ASWC, ensuring that they receive all necessary support in running their organization from ASWC, and airing any grievances they may have.
- F. Impeachment charges or sanctions against an organization's Chief Officer cannot be levied on the basis of content produced by that organization unless that content is found to be in violation of the ASWC bylaws, the organization's governing documents, or college policy.

Article IV: Funding

- A. Campus Media Organizations shall be included in the regular budgeting process of the school year following their recognition, unless their budget allocation is guaranteed.
- B. Campus Media Organizations have the right to request funding from the Travel and Student Development Fund, and Contingency fund. Whether or not to grant these requests shall be determined as per the procedures of the Senate and Finance Committee
 - a. Any Campus Media Organization receiving 15% or more of the ASWC budget may not request from the Travel and Student Development Fund.
- C. Newly appointed Chief Officers are required to attend a budget and leadership training session in the spring semester with the Vice President, the Student Activities Office, and any other necessary ASWC officers.
- D. Newly appointed chief officers are required to attend a training session with the Vice President of Finance explaining the operation of ASWC accounts and the services ASWC can provide Campus Media Organizations.

Article V: Dissolution and Impeachment

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

Article VI: Nomination of Chief Officers & Whitman Events Board Chair

- A. During the spring semester, the Director of Student Organizations shall nominate the Editor(s) for blue moon, Editor in Chief and Publisher of the college newspaper, and

Editor(s) of quarterlife to serve the following academic year.

- a. The Director of Student Organizations shall distribute information regarding each open position to the Director of Communications at least ten (10) days before the application closes.
 - b. The Director of Communications shall communicate this information with the student body at least seven (7) days before the application closes.
- B. During the fall semester, the Director of Student Organizations shall nominate the General Manager(s) for KWCW to serve the following calendar year.
 - a. The Director of Student Organizations shall distribute information regarding each open position to the Director of Communications at least ten (10) days before the application closes.
 - b. The Director of Communications shall communicate this information with the student body at least seven (7) days before the application closes.
- C. Within the first three (3) full weeks of February, the Director of Student Organizations shall nominate the Chair of the Whitman Events Board in conjunction with the ASWC Advisor.
 - a. The Director of Student Organizations shall distribute information regarding each open position to the Director of Communications at least ten (10) days before the application closes.
 - b. The Director of Communications shall communicate this information with the student body at least seven (7) days before the application closes.
- D. Upon receipt of all applications and the closure of the application process, the names of the applicants shall be made public for consideration.
- E. Candidates shall be evaluated by the Director of Student Organizations and the outgoing Chief Officer(s) based on their written applications. If appropriate, the candidate shall also be evaluated by interviews conducted by the Director of Student Organizations and the outgoing Chief Officer(s).
- F. The Director of Student Organizations shall present the decisions to the Senate and make the nominations public to ASWC members. Following a period for relevant feedback on the nominee(s), the Senate shall ratify the Campus Media Officers and WEB Chair by a simple majority vote at the subsequent Senate meeting.
 - a. The Director of Student Organizations shall present any significant objections raised during the waiting period to the Senate.
 - b. If a nominee is rejected by the Senate, the Director of Student Organizations and outgoing Chief Officer(s) shall present a new candidate at the next possible Senate meeting.
- G. In the event of a vacancy in one of these positions, The Director of Student



Organizations shall evaluate candidates based on their written applications and, when appropriate, interviews conducted by the Director of Student Organizations.

Article VII: ASWC Radio Station (KWCW, 90.5 FM)

A. Purpose and Operation.

- a. An educational and entertaining radio broadcasting station shall be operated by the ASWC Radio Policy Council, distinct and separate from the ASWC Legislative Affairs Committee. The station shall provide ASWC members with the opportunity to work with the radio broadcasting medium and provide the college and local community with creative, informative, and entertaining non-commercial programming.

B. Conformity with Regulations.

- a. The Chief Officer, hereafter referred to as General Manager, shall also ensure that the station's operation is in conformance with the regulations specified in the station's broadcast license. The General Manager, Policy Council, and all operating staff of KWCW shall hold the appropriate FCC operation license.

C. General Manager Responsibilities.

- a. The General Manager shall be responsible for administering the radio station and shall serve for a term of one (1) calendar year. The General Manager will be selected by the Director of Student Organizations and the outgoing Chief Officer in the fall for the following calendar year.

D. Composition of the ASWC Radio Policy Council.

- a. The ASWC Radio Policy Council shall comprise eleven (11) members to ensure that no member holds over 20% ownership or voting power.
 - i. Seven (7) Non-students:
 1. ASWC Advisor
 2. Vice President for Student Affairs and Dean of Students (or their designee)
 3. Student Activities Assistant
 4. Business Office Controller (or their designee)
 5. KWCW Radio Station Advisor
 6. Chief Financial Officer (or their designee)
 7. KWCW Radio Engineer
 - ii. Four (4) Students:
 1. ASWC President (or their designee)
 2. KWCW General Manager
 3. KWCW Systems and Program Director



4. KWCW Promotions and Community Director (or their designee)
- iii. Membership Criteria:
 1. No more than two (2) students from the same graduating year may be ASWC Radio Policy Council members at any given time in order to minimize the annual turnover rate and comply with FCC law.

Article IX: Annual Art and Literary Magazine

- A. ASWC shall annually fund and publish a literary magazine entitled Blue Moon. Issues of the magazine shall appear once every academic year.
- B. The Chief Officer, hereafter referred to as Editor, shall be charged with publishing the magazine by May 1. The Editor shall solicit material for the magazine that represents a broad base of creative art and literature.
- C. Blue Moon shall be published in accordance with these by-laws, its own policies, and College policy.
- D. The Editor shall be selected by the Director of Student Organizations and the outgoing Chief Officer(s) during the spring semester to serve for the following academic year.

Article X: Quarterly Literary Magazine

- A. ASWC shall annually fund a quarterly literary magazine entitled quarterlife. Four issues shall be published per academic year at the rate of two (2) per semester.
- B. The Chief Officer (hereby referred to as Editor) shall be charged with the following responsibilities:
 - a. Select a staff and oversee said staff in the conceptualization of a central theme for each issue
 - b. Solicit and select pieces that represent a broad array of interests and literary styles emphasizing innovation in content and technique
 - c. Oversee layout, publication, and distribution of the magazine
 - d. Execute publicity and programming.
- C. The Editor shall be selected by the Director of Student Organizations and the outgoing Chief Officer(s) during the spring semester and shall be trained by the former Editor to serve for the following academic year.

Chapter Sixteen: Investigations and Impeachments

Article I: Investigations

- A. The Oversight Committee holds complete jurisdiction over all ASWC investigations involving any elected, appointed, or compensated officer or employee of ASWC and ASWC-affiliated organizations.
 - a. Members of the Oversight Committee shall hold investigations with no conflict of interest or bias.
 - i. A conflict of interest exists when a person's academic, professional, or personal interest in an investigation procedure precludes them from executing their duties fairly and impartially.
 - ii. Bias occurs when a person shows favoritism or partiality towards some people and not others.
 - b. If a member of the Oversight Committee discloses a conflict of interest or bias, the member shall abstain from participating in the investigation procedure.
 - i. The Chair of Oversight shall inform the ASWC Advisor of any conflict of interest or bias from within the Oversight Committee.
- B. The Chair of the Oversight Committee shall preside over all investigation procedures.
 - a. In the case the Chair of the Oversight Committee presents a conflict of interest or bias toward a party involved in the complaint, the Vice-Chair of Oversight shall fill the role of the Chair for the investigation procedure and select another member of the committee that does not present a conflict of interest or bias to fill the role of the Vice-Chair for the investigation procedure.
- C. The Vice-Chair of the Oversight Committee shall assist with all investigation procedures.
 - a. In the case that the Vice-Chair has not been elected or presents a conflict of interest or bias toward a party involved in the complaint, the Chair of Oversight shall select another member of the committee that does not present a conflict of interest or bias to fill the role of the Vice-Chair for the investigation procedure.
- D. All official communications of the Oversight Committee regarding an investigation procedure shall only occur through the institutional emails for the positions of the Chair and Vice-Chair of Oversight.
- E. The Oversight Committee shall maintain an ASWC Investigations document with a list of proposals and recommendations for further steps following the completion of an investigation procedure.

- a. The Oversight Committee may review the document whenever it deems it necessary.
 - i. Recommendations may be added or removed from the document by a simple majority vote from the Oversight Committee.
 - ii. The Chair of Oversight shall inform Senate about the proposals and recommendations that are part of the document at the end of each academic semester.
- F. In the case that an investigation involves two (2) or more defendants, the Oversight Committee shall conduct separate investigation cases for each individual.
- G. Investigations Confidentiality
 - a. All parties involved in an investigation procedure hold the discretion to waive any aspect of their confidentiality at any time under their own terms.
 - i. All submissions of complaints may be made confidentially, and the complainant may remain confidential throughout the entirety of the investigation procedure upon request.
 - b. The Chair of Oversight shall ensure, when the procedures allow, that all parties involved in an investigation procedure may keep their identity anonymous and confidential when presented to the Oversight Committee and/or any other involved parties.
 - i. Any information that may be used to identify, partially or totally, any of the involved parties shall be withheld or generalized to prevent identification.
 - ii. The Chair and Vice-Chair of Oversight shall archive and have access to the non-anonymous version of documents and procedures of all investigations.
 - 1. The ASWC Advisor shall have access to these documents upon request to the Chair of Oversight.
 - iii. The succeeding Chairs and Vice-Chairs of Oversight shall have access to all information of an investigation until the involved parties have left Whitman College in order to establish precedents and enforce further actions.
 - iv. The Oversight Committee shall have access to sufficient information to hold an informed review and vote on final actions for the investigation procedure presented.

- c. Upon the completion of an investigation procedure, all non-confidential information, as determined by the Chair and Vice-Chair of Oversight in consultation with the ASWC Advisor, shall be archived, with public access, by the Oversight Committee.
 - i. All confidential documents related to the investigation shall be kept in the ASWC digital archival platform indefinitely and shall only be accessed through the institutional emails for the positions of the Chair and Vice-Chair of Oversight and the ASWC Advisor.
- H. Investigations fall under three categories: Grievances, Dereliction of Duties, and Electoral Investigations.
 - a. Grievances
 - i. A Grievance-type investigation is characterized by an interpersonal conflict between the complainant and an elected, appointed, or compensated officer or employee of ASWC and/or ASWC-affiliated organizations, where the complainant's claims inhibit the officer or employee's ability to serve as a representative of the student body.
 - 1. The Oversight Committee holds the discretion to halt the proceedings of a Grievance-Type investigation if the Chair and Vice-Chair of Oversight determine the wrongdoing should be deferred to an administrative office or the local authority.
 - ii. All ASWC members, ASWC affiliated organizations, and staff and faculty members of Whitman College may be able to submit a digital grievance complaint to the Chair of Oversight.
 - iii. The Chair of Oversight shall notify the Vice-Chair of Oversight and the ASWC Advisor upon the reception of a grievance complaint.
 - 1. The Chair of Oversight shall schedule an interview and/or request further information from the complainant and any parties that the complainant requests and/or any parties that the Chair and Vice-Chair of Oversight deem necessary for the investigation.
 - a. The Chair and Vice-Chair of Oversight shall be present during all interviews.
 - b. All interviews may occur in person or in an online manner upon request of any of the parties involved.

- c. The Chair and Vice-Chair of Oversight shall take detailed notes of each conducted interview.
 - d. A document with a summary of the interview shall be archived and only accessed by the Chair and Vice-Chair of the Oversight Committee and may be accessed by the ASWC Advisor upon request.
 - iv. The Chair and Vice-Chair of Oversight shall notify the defendant of the grievance complaint filed against them.
 - 1. The Chair of Oversight shall schedule an interview and/or request further information from the defendant and any parties that the defendant requests and/or any parties that the Chair and Vice-Chair of Oversight deem necessary for the investigation.
 - a. The Chair and Vice-Chair of Oversight shall be present during all interviews.
 - b. All interviews may occur in person or in an online manner upon request of any of the parties involved.
 - c. The Chair and Vice-Chair of Oversight shall take detailed notes of each conducted interview.
 - d. A document with a summary of the interview shall be archived and only accessed by the Chair and Vice-Chair of the Oversight Committee and may be accessed by the ASWC Advisor upon request.
 - v. Upon completion of all interviews and collection of all the necessary information, the Chair and Vice-Chair of Oversight shall select from the ASWC Investigations document recommendations for further action with the purpose of resolving the conflict and holding the defendant accountable, if deemed necessary.
 - 1. The Chair of Oversight shall notify the complainant of the selected recommendations.
 - 2. The Chair and Vice-Chair of Oversight shall present the selected recommendations to the Oversight Committee.
 - 3. The Chair of Oversight shall provide all other members of the committee with anonymized notes and other relevant documents collected during the investigation procedure.

- vi. The Oversight Committee shall review and vote on a list of final actions.
 - 1. The committee shall review each recommendation individually.
 - 2. The committee may modify, reject or approve, partially or totally, each recommendation presented by the Chair and Vice-Chair of the committee.
 - a. A two-thirds ($\frac{2}{3}$) vote is necessary for each recommendation to be approved.
 - b. The Chair and Vice-Chair of Oversight shall abstain from voting.
 - vii. The Chair and Vice-Chair of Oversight shall notify the complainant, the defendant, and the ASWC Advisor of the final actions agreed upon by the Oversight Committee and its rationale.
 - 1. The Chair of Oversight shall notify the defendant that failure to comply with the final actions in the established timeline provides reason for the Oversight Committee to initiate an impeachment procedure against them.
 - viii. The decisions made by the Oversight Committee in a Grievance-type of investigation are of immediate effect and unappealable.
- b. Dereliction of Duties
- i. A Dereliction of Duty type investigation is characterized by an elected, appointed or compensated officer or employee of ASWC and/or ASWC-affiliated organizations failing to uphold the duties of their position by either neglecting their duties or upholding them in a way that violates the ASWC Constitution, Bylaws and/or any other ASWC internal rule.
 - 1. The Oversight Committee holds the discretion to halt the proceedings of a Dereliction of Duty-type investigation if the Oversight Committee determines the wrongdoing should be deferred to an administrative office or the local authority.
 - 2. Compromise Agreement
 - a. If deemed necessary by the Oversight Chair, a compromise agreement may be made as a preliminary step to a dereliction of duties investigation.

- b. A compromise agreement outlines the neglected requirements brought to Oversight and steps to remedy the outlined concerns
 - c. If the agreed-upon actions are not completed, the Oversight Chair will immediately proceed to an investigation
 - d. If an additional, unrelated complaint of dereliction of duty for the appointed, appointed, or compensated officer or employee of ASWC and ASWC-affiliated organizations is brought before Oversight in the semester the compromise agreement was signed, the Oversight Chair will immediately proceed to a dereliction of duties investigation.
- ii. All ASWC members, ASWC affiliated organizations, and staff and faculty members of Whitman College may be able to submit a digital dereliction of duties complaint to the Chair of Oversight.
- iii. The Chair of Oversight shall notify the Oversight Committee and ASWC Advisor upon the reception of a dereliction of duties complaint.
 - 1. The Chair of Oversight shall schedule an interview and/or request further information from the complainant and any parties that the complainant requests and/or any parties that the Oversight Committee deem necessary for the investigation.
 - a. The Chair and Vice-Chair of Oversight shall be present during all interviews.
 - b. All interviews may occur in person or in an online manner upon request of any of the parties involved.
 - c. The Chair and Vice-Chair of Oversight shall take detailed notes of each conducted interview.
 - d. A document with a summary of the interview shall be archived and only accessed by the Oversight Committee and may be accessed by the ASWC Advisor upon request.
- iv. The Chair of Oversight shall notify the defendant of the dereliction of duties complaint filed against them.

1. The Chair of Oversight shall schedule an interview and/or request further information from the defendant and any parties that the defendant requests and/or any parties that the Oversight Committee deem necessary for the investigation.
 - a. The Chair and Vice-Chair of Oversight shall be present during all interviews.
 - b. All interviews may occur in person or in an online manner upon request of any of the parties involved.
 - c. The Chair and Vice-Chair of Oversight shall take detailed notes of each conducted interview.
 - d. A document with a summary of the interview shall be archived and only accessed by the Oversight Committee and may be accessed by the ASWC Advisor upon request.
- v. Upon completion of all interviews and collection of all the necessary information, the Oversight Committee shall review and vote on a list of final actions from the ASWC Investigations document recommendations with the purpose of resolving the conflict and holding the defendant accountable, if deemed necessary.
 1. The committee shall select and review each recommendation individually.
 2. A two-thirds ($\frac{2}{3}$) vote is necessary for each recommendation to be approved.
 - a. No member of the Oversight Committee shall abstain from voting.
- vi. The Chair of Oversight shall notify the complainant, the defendant, and the ASWC Advisor of the final actions agreed upon by the Oversight Committee and its rationale.
 1. The Chair of Oversight shall notify the defendant that the failure to comply with the final actions in the established timeline provide reason for the Oversight Committee to request the initiation of an impeachment procedure against them.

- vii. The Chair and Vice-Chair of Oversight shall present a report of the dereliction of duties investigation that contains relevant evidence and further actions in the following Senate session after the committee's decision has been made.
 - 1. ASWC Student Representatives at Senate hold the discretion to overturn a final action decision made by the Oversight Committee in a Dereliction of Duty-type of investigation.
 - a. The ASWC President shall preside over all overruling procedures.
 - b. In the case that an ASWC Student Representative discloses a conflict of interest or bias, that member shall abstain from participating in the overturning procedure.
 - c. All members of the Oversight Committee shall abstain from voting.
 - d. The voting shall follow a synchronous voting procedure as outlined in Chapter Nineteen, Article III.
 - e. A three-fourths ($\frac{3}{4}$) vote is necessary for the decision of the Oversight Committee to be overturned.
 - 2. In the case that the decisions made by the Oversight Committee are overturned, the committee shall internally repeat the final actions review and voting procedures and present a new list of final actions in the following Senate session.
 - a. A two-thirds ($\frac{2}{3}$) vote is necessary for its approval.
 - b. This procedure shall repeat until a list of final actions is approved by Senate.
- c. Electoral Investigations
 - i. An Electoral-type investigation is characterized by the failure of a candidate in an ASWC Election to comply with the ASWC Constitution, ASWC Bylaws, and/or any other Election Rules established by the Oversight Committee for a specific electoral period.
 - 1. The Oversight Committee holds the discretion to halt the proceedings of an Electoral-type investigation if the Chair and Vice-Chair of Oversight determine the wrongdoing should be deferred to an administrative office or the local authority.

- ii. All ASWC members, ASWC affiliated organizations, and staff and faculty members of Whitman College may be able to submit a digital electoral complaint to the Chair of Oversight.
 - 1. In the case that the Chair of Oversight is informed later than two (2) days prior to the Election Day of that Electoral period about the misconduct allegations, the Oversight Committee holds the discretion to postpone the election process until the Electoral investigation is over.
- iii. The Chair of Oversight shall notify the Oversight Committee and ASWC Advisor upon the reception of an electoral complaint.
 - 1. The Oversight Committee shall review the complaint and evidence presented no later than two (2) days after the complaint is received by the Chair of Oversight.
 - 2. The Chair of Oversight shall notify the defendant of the electoral complaint filed against them.
- iv. The Oversight Committee shall deliberate upon the disqualification of a candidate based on the evidence presented for the case and on consistency with previous decisions from the committee.
 - 1. A two-thirds ($\frac{2}{3}$) vote is necessary for the disqualification to be approved.
 - 2. A document with detailed notes of the meeting shall be archived and only accessed by the Oversight Committee and may be accessed by the ASWC Advisor upon request.
 - 3. No member of the Oversight Committee shall abstain from voting.
- a. The Chair of Oversight shall notify the complainant, the defendant, and the ASWC Advisor of the final decision agreed by the Oversight Committee and its rationale no later than one (1) day after the decision has been made by the committee.
- b. The decisions made by the Oversight Committee in an Electoral-type of investigation are of immediate effect and unappealable.

Article II: Impeachment

- B. An impeachment is a procedure by which a person who is paid by the ASWC Honorarium Fund is removed from the position they were elected or appointed for.

- C. The ASWC President holds complete jurisdiction over all Impeachment procedures.
 - a. The ASWC President shall hold investigations with no conflict of interest and/or bias.
 - i. A conflict of interest exists when a person's academic, professional, or personal interest in an impeachment procedure would preclude the person from being able to execute their duties fairly and impartially.
 - ii. Bias occurs when a person shows favoritism or partiality towards some people and not others.
 - b. In the case that the ASWC President discloses a conflict of interest or bias, the Executive Council shall internally elect a member of the council who does not present a conflict of interest or bias to preside over the Impeachment procedure.
 - i. A three-quarters ($\frac{3}{4}$) vote is necessary for the person's election.
 - ii. The Chair of Oversight shall preside over this procedure.
- D. All ASWC members may be able to initiate an impeachment procedure in any of the following ways:
 - a. A digital indictment bearing the name of the individual to be impeached and the signatures of one-fifth ($\frac{1}{5}$) of ASWC Student Representatives is presented by an ASWC Student Representative to the ASWC President.
 - b. A digital indictment bearing the name of the individual to be impeached and the signatures of five (5%) percent of the student body is presented by a non-ASWC Student Representative member of the student body to the ASWC President.
 - c. A digital indictment bearing the name of the individual to be impeached is presented by the Oversight Committee to the ASWC President.
- E. Impeachment Confidentiality
 - a. The ASWC President shall ensure, when the procedures allow, that all parties involved in an impeachment procedure are to keep their identity anonymous and confidential when presented to Senate.
 - i. All parties involved in an impeachment procedure hold the discretion to waive any aspect of their confidentiality at any time and under their own terms.
 - ii. The ASWC President shall archive and have access to the non-anonymous version of documents and procedures of all impeachments.

1. The Chair and Vice-Chair of Oversight and the ASWC Advisor shall have access to these documents upon request to the ASWC President.
- iii. The ASWC Student Representatives at Senate shall have access to sufficient information to hold an informed vote on final actions for the impeachment procedure presented.
- b. Upon the completion of an impeachment procedure, all non-confidential information, as determined by the ASWC President in consultation with the Chair of Oversight and ASWC Advisor, shall be archived, with public access, by the Communications Committee.
 - i. All confidential documents related to the impeachment shall be kept in the ASWC digital archival platform indefinitely, and shall only be accessed through the institutional emails for the positions of the ASWC President, Chair and Vice-Chair of Oversight, and the ASWC Advisor.

F. Impeachment Procedure

- a. The ASWC President shall receive all indictments that are presented to them.
- b. The ASWC President shall notify the ASWC Advisor of the impeachment indictment received no later than one (1) day after the ASWC President has received the indictment file
- c. The ASWC President shall notify the indicted party of the impeachment indictment filed against them no later than three (3) days after the ASWC President has received the indictment file.
- d. The ASWC President shall present the impeachment indictment to all ASWC Student Representatives in the following Senate session after the ASWC President receives the indictment file.
 - i. The Chair of Oversight and ASWC Advisor shall be present during the Impeachment procedure.
 - ii. The Senate session may occur in person or in an online manner upon request of any of the parties involved and/or at the discretion of the ASWC President.
 - iii. In the case that an impeachment procedure involves two (2) or more defendants, the ASWC President shall conduct separate cases for each of the individuals.

1. Each impeachment procedure shall not exceed the limit of one (1) Senate session.
- e. The ASWC President shall equally allocate time in the Senate session for the indicting and indicted parties to present evidence and explain their positions in the ongoing impeachment proceedings.
 - i. Both parties hold the discretion to request the presentation of written and/or oral testimonies of other individuals and/or organizations during their allocated time for presenting.
 1. The testimony requests shall be digitally submitted to the ASWC President no later than one (1) day prior to the beginning of the Impeachment procedure.
 - a. The ASWC President holds the discretion to receive testimony requests from any of the parties outside of the established timeline.
 2. The ASWC President holds the discretion to moderate the speaking times for individuals providing testimony.
- f. Upon the end of the exposition of evidence from both parties, the ASWC Student Representatives present at Senate shall deliberate upon the impeachment procedure based on the evidence presented for the case and on consistency with previous decisions from Senate.
 - i. The impeachment voting shall follow a synchronous voting procedure as outlined in Chapter Nineteen, Article III.
 - ii. A three-quarters ($\frac{3}{4}$) vote is necessary for the person to be removed from their position.
 - iii. The indicting and indicted parties shall not vote on impeachment.
 1. In the case that ASWC Student Representatives are the indicting party, they shall not be required to abstain from voting due to a conflict of interest or bias.
 - iv. No member of Senate shall abstain from voting.
 - v. The decisions made by Senate in an impeachment procedure are of immediate effect and unappealable.
- g. The ASWC President shall notify the indicting and the indicted parties and the ASWC Advisor of the final decision voted by Senate and its rationale no later than one (1) day after the decision has been made by Senate.

- i. In the case that the indicted party is removed from office, any remaining funds allocated for their ASWC Educational Award Stipend shall close into the Honorarium Fund.
- ii. Senate holds the discretion to ban the individual removed from office from holding any elected, appointed, or compensated position from any ASWC Committee and/or ASWC-affiliated organization that is paid from the Honorarium Fund for a maximum of one (1) academic semester.
 - 1. The request for the application of this sanction shall be included in the digital indictment presented to the ASWC President.
- h. A document with a summary of the Impeachment procedure shall be archived, with public access, by the ASWC President in conjunction with the Chair of Oversight and ASWC Advisor.

Chapter Seventeen: Programming Organizations

Article I: Purpose

- A. Programming is a subsection of the student government charged with organizing and supporting events and programs on campus. In commissioning any programming entity, ASWC is responsible for allocating sufficient funding for the function of these Organizations.
 - a. Any programming entity that receives 8% or more of the ASWC budget may not request monies from the Travel and Student Development fund.

Article II: Whitman Events Board

- A. The Whitman Events Board is a volunteer-driven student committee that brings a diverse selection of events to campus for the purpose of bringing the Whitman community together.
- B. The Board shall assist with the planning and implementation of all Whitman Events Board events and programs.
- C. The Board shall oversee all ASWC sponsored activities and events including, but not limited to concerts, public speakers, films, and other public events.
 - a. With the exception of the Power and Privilege Symposium.
- D. The Board shall maintain a calendar of all events on campus that includes those events sponsored by ASWC and those sponsored by ASWC recognized groups, as well as make the Director of Communications aware of all events.
- E. The Board shall perform at least one school-wide electronic general Programming Survey per semester as a means to solicit student input for upcoming events and other relevant programming details.
- F. The Board shall convene at least bimonthly or at the discretion of the Whitman Events Board Chair.
- G. The Whitman Events Board Chair shall:
 - a. Appoint new Whitman Events Board officers in conjunction with the Student Activities Office;
 - b. Coordinate campus programs and activities;
 - c. Solicit student input to influence programming decisions;
 - d. Maintaining internal governing documents.
 - e. Meet with the Finance Chair during the end of the spring and beginning of the fall semester

Article III: ASWC Sound and Lights

- A. The Sound and Lights Company shall be responsible for the set-up, takedown, maintenance, scheduling, and expansion of ASWC Sound and Lights equipment.
- B. ASWC Sound and Lights shall be allocated funds from the ASWC budget for the maintenance and expansion of equipment and the monetary compensation of its crew;
 - a. Crew wages will be subsidized by equipment rental and event fees.
- C. ASWC Sound and Lights will be assigned an advisor for guidance in all questions of policy, procedures, rental rates, hourly wages, crew mediation, etc.
- D. ASWC Sound and Lights shall have a Director selected from within ASWC Sound and Lights in the Spring Semester of each academic year to serve for the following academic year.
 - a. The Director shall be selected by the standing Nominations and Appointments Committee in consultation with the ASWC President and shall be confirmed before ASWC Senate and approved by the ASWC President.
 - i. The ASWC Finance Committee shall allocate funds as a stipend for the Director of ASWC Sound and Lights.
 - b. The Director of ASWC Sound and Lights is the primary point of contact for ASWC Sound and Lights and shall:
 - i. Serve as the Budget Manager for ASWC Sound and Lights,
 - ii. Coordinate all event requests, scheduling, payroll, and billing,
 - iii. Serve as the ASWC Sound and Lights representative on the ASWC Lifecycle Committee,
 - iv. Be involved in all equipment and supplies purchasing,
 - v. Hire and dismiss members of the ASWC Sound and Lights Crew in conjunction with the Equipment Engineer, and complete for each member of the ASWC Sound and Lights Crew,
 - vi. Oversee the Sound and Lights Crew during productions,
 - vii. Expand the inventory of ASWC Sound and Lights,
 - viii. Work in conjunction with the ASWC President in order to:
 - 1. Define policies, procedures, equipment rental rates, and hourly wage rates, and update the ASWC Sound and Lights website.
 - 2. Changes to policies, procedures, and equipment rental rates shall require a thirty-day waiting period before taking effect.
- E. ASWC Sound and Lights shall have an Equipment Engineer selected from within the crew.
 - a. The Equipment Engineer shall:
 - i. Lead ASWC Sound and Lights crew in the technical aspects of set-up

and take-down during productions,

- ii. Train crew members in the proper use of ASWC Sound and Lights equipment,
- iii. Oversee maintenance of all ASWC Sound and Lights equipment and inform the Director of ASWC Sound and Lights of equipment replacement needs,
- iv. Coordinate all equipment and supplies purchasing, and be responsible for the inventory and expansion of ASWC Sound and Lights equipment,
- v. Receive a term-of-service pay raise in accordance with the Sound and Lights Constitution,
- vi. Work with the Director of ASWC Sound and Lights to ensure equipment requests are met and to help plan large events,
- vii. Serve as the “on-call” contact for ASWC Sound and Lights,
 - 1. The “on-call” contact for ASWC Sound and Lights shall be available in the event of emergency when ASWC Sound and Lights equipment is in use.
 - 2. If the Equipment Engineer is unavailable to serve as the “on-call” contact for a given date they shall designate an alternative contact for that date.

F. ASWC Sound and Lights shall be responsible for the creation, maintenance, and adherence to a Constitution and series of Guidelines,

- a. The Constitution and Guidelines shall be written in the format of all other ASWC Club constitutions and shall be maintained by the Sound and Lights Director and Equipment Engineer with consultation from the Chair of Nominations and Appointments, the Chair of Finance, and the ASWC President.
- b. Every academic year, before the close of Spring Semester, the Director and Equipment Engineer will review the Constitution and Guidelines,
 - i. Any changes to the Constitution shall be submitted in writing to the Finance and shall receive a majority vote in the affirmative from both committees before taking effect.
 - ii. Guidelines shall be maintained within the company and will not need exterior confirmation aside from that of the ASWC President.
- c. The ASWC Sound and Lights Constitution shall determine the:
 - i. Rights, responsibilities, payment protocol, and hiring process of crew members,
 - ii. Charges for services,
 - iii. The responsibilities of club officers,

- iv. Safety and liability policies of ASWC Sound and Lights.
- d. The ASWC Sound and Lights Guidelines shall record formally, for the company's posterity:
 - i. Crew training procedures and methods,
 - ii. Equipment operation, safety, and handling,
 - iii. Present and future budget considerations,
 - iv. Equipment inventory

Article IV: Power and Privilege Symposium

- A. The Power & Privilege Symposium is an annual event designed to make space for conversations about structural oppression, and how they manifest themselves on the Whitman College campus and beyond, including, but not limited to, racism, sexism, ableism, capitalism, etc.
- B. An ad-hoc committee, hereafter referred to as the Executive Team, will be charged with the responsibility for the execution of the Power & Privilege Symposium. The Executive Team is composed of an Executive Director and Directors for each sub-committee.
- C. The Executive Director shall be responsible for organizing the Executive Team and shall be selected by the outgoing Power & Privilege Symposium Executive Director, the Vice President of Nominations and Appointments, and the Vice President of Diversity and Inclusion.
- D. The Power & Privilege Symposium shall be structured according to its own governing documents, which will be made available to the public.
- E. Should the Faculty choose not to continue the cancellation of classes for the Symposium, the Executive Team shall re-evaluate how the Symposium will continue to take place.
- F. Should the Executive Director resign, the Vice President of Nominations and Appointments and the Vice President of Diversity and Inclusion will nominate a permanent replacement to be confirmed by the Senate, seeking first from within the Executive Team.
- G. Rights
 - a. The Power & Privilege Symposium is protected from discrimination on the basis of any of the protected qualities described in the ASWC Bill of Rights as specified by the Constitution.
 - i. If the Power & Privilege Symposium believes discrimination or wrongdoing has taken place, it may submit a complaint to the Oversight Chair.
 - 1. If the complaint, as written, would constitute a violation of the

Power & Privilege Symposium's rights, then the Oversight Committee shall conduct an investigation.

- b. The Executive Director has the right to meet with the Vice President of Nominations and Appointments, ASWC President, and Vice President of Diversity and Inclusion at least once a month for the purposes of maintaining regular communication with ASWC.
- c. Impeachment charges or sanctions against the Executive Director cannot be levied on the basis of content produced by the organization unless it is found to be in violation of the ASWC bylaws, the organization's governing documents, or college policy.

H. Funding

- a. The Power & Privilege Symposium has the right to request funding from the Travel and Student Development Fund and Contingency Fund. Whether or not to grant these requests shall be determined as per the procedures of the Senate and Finance Committee.

Chapter Eighteen: Town Halls

Article I: Purpose

- A. Town Halls shall be a forum for discussion between ASWC Student Representatives, Students, Administration, Staff, Faculty, and/or any member or guest of Whitman College. The main purpose of a Town Hall is to spread information, start a discussion, and/or gather opinions from the Whitman College community.

Article II: Administration

- A. The ASWC President holds final authority over the content and proceedings of a Town Hall.
 - a. In the case that the ASWC President presents a conflict of interest or bias regarding a topic, the Chair of the Committee promoting the Town Hall shall preside over the Town Hall.
- B. The Committee promoting a Town Hall may challenge to overrule the ASWC President's decisions about Town Hall procedure to the Executive Council.
 - a. A two-thirds ($\frac{2}{3}$) vote from the Executive Council is necessary to overrule the ASWC President.
 - i. The ASWC President shall abstain from voting.

Article III: Procedures

- A. Any ASWC Committee can organize a Town Hall. This Committee is the Promoting Committee.
- B. The Promoting Committee, in coordination with the ASWC President, are required to establish the topic, date, time, and platform for their Town Hall.
 - a. The Promoting Committee shall, alongside the ASWC President and the Communications Committee, announce the selected topic, dates, times, and platforms for the Town Halls to all ASWC members and ASWC affiliated organizations.
 - b. The topic of a Town Hall shall address the following criteria:
 - i. Be relevant to a large portion of the student body.
 - ii. Be relevant to current proceedings on and/or off campus.
 - iii. Should bring in multiple viewpoints to the discussion.
- C. The ASWC President shall preside over the proceedings of the Town Hall.
- D. At the end of the discussion of the Town Hall's topic, there will be an open forum where any attending person or organization may introduce themes relevant to the Town Hall

topic.

- a. The ASWC President reserves the discretion to moderate the discussion.
- E. The Communications Committee, in coordination with the ASWC President and the Promoting Committee, shall be responsible for making the event known and accessible to Students, Administration, Faculty, and Staff at Whitman College.
 - a. The Communications Committee shall ensure the documentation of the Town Hall is archived on the ASWC website for public consideration.

Article IV: Mandatory Town Halls

- A. The Finance Committee shall facilitate a Town Hall for the discussion of the preliminary budget proposal as outlined in Chapter Seven, Article V.
- B. The Oversight Committee shall facilitate a Town Hall for the presentation of the General Election period as outlined in Chapter Three, Article II.

Chapter Nineteen: Legislation

Article I: Administration

- A. Legislation refers to the creation, evaluation, amendment, enactment, and voting of any ASWC internal rule by Senate. The Oversight Committee shall preside over any Legislation procedure.
 - a. Members of the Oversight Committee shall preside over all legislation procedures with no conflict of interest and/or bias.
 - i. A conflict of interest exists when a person's academic, professional, or personal interest in a legislation procedure would preclude the person from being able to execute their duties fairly and impartially.
 - ii. Bias occurs when a person shows favoritism or partiality towards some people and not others.
 - b. In the case that a member of the Oversight Committee discloses a conflict of interest or bias, the member shall abstain from participating in the legislation procedure.
- B. Legislation shall be limited to the Constitution, Bylaws, Acts, Resolutions, and Petitions.
 - a. The Oversight Committee shall, alongside the Communications Committee, make available a current version of every legislation piece to all ASWC members.
 - i. The Communications Committee shall make a current version of all pieces of legislation available on the ASWC website.
 - b. The Oversight Committee shall, alongside the Communications Committee, make available a current version of every piece of legislation to the ASWC Advisor and Student Activities Assistant.
 - c. The Chair of Oversight shall, in consultation with the ASWC Advisor, make available a current version of the ASWC Constitution and current Bylaws to members of the Faculty and College Administration.
 - d. A copy of every piece of legislation shall be archived, with public access, by the Communications Committee.

Article II: Formation

- A. All ASWC members and ASWC affiliated organizations may be able to draft pieces of legislation.
 - a. The Oversight Committee shall receive and review any legislation before one is presented to Senate.
 - i. The Oversight Chair shall receive all legislation digitally.
 - b. All legislation shall comply with any requirements established by the ASWC

Constitution.

- i. The Oversight Committee shall determine if the constitutional requirements are met.
 - 1. The Oversight Committee holds the discretion to deny any piece of legislation that does not comply with the constitutional requirements.
- c. All legislation that contains Constitution or Bylaw amendments, including those altered in previous legislation pieces, may be modified at the discretion of the Oversight Committee.
 - i. The Oversight Committee shall only modify pieces of legislation in order to maintain the formatting, grammar, and/or rhetorical consistency with the existing Constitution and/or Bylaws.
 - 1. The Oversight Committee may change any content or meaning of the proposed piece of legislation only with explicit permission from the submitting party.
- d. The party submitting legislation may challenge the review and/or modifications provided by the Oversight Committee on that piece to the Executive Council.
 - i. A two-thirds ($\frac{2}{3}$) vote from the Executive Council is needed to overrule the decision of the Oversight Committee.
 - 1. Any member of the Executive Council who presents a conflict of interest and/or bias shall abstain from voting.
 - ii. The ASWC President shall inform Senate about the challenge procedure when the legislation is presented.

Article III: Presentation

- A. Unfinished legislation may be presented to Senate at any time for the purpose of discussion.
- B. All pieces of legislation shall be presented by the submitting party to Senate prior to voting.
 - a. Bylaws shall be presented and discussed at least one (1) Senate prior to voting.
 - i. In extreme cases exceptions may be permitted at the discretion of the Oversight Committee
 - b. In the case that the submitting party is unable to attend or at the request of the submitting party, the Chair of Oversight shall present the legislation piece to Senate.
 - c. The ASWC President shall schedule time in the Senate Agenda for the discussion of the legislation presented.

- d. The party presenting the legislation may edit any piece of legislation during Senate with consultation by the Chair of Oversight.
 - i. A simple majority vote from Senate is necessary to edit any piece of legislation during Senate.

Article III: Voting

- A. All Bylaw and Constitutional amendments shall be voted upon either at the first Senate meeting following the mid-semester date or at the penultimate Senate meeting of the academic semester.
- B. The submitting party of legislation shall, at the discretion of the ASWC President and in consultation with the Chair of Oversight, specify the nature of the voting.
 - a. Synchronous Voting
 - i. A voting sheet shall be made available to all members of Senate by the ASWC President.
 - ii. The ASWC President shall, alongside the submitting party, schedule time in the Senate Agenda for voting.
 - iii. Voting shall occur after the time of discussion has ended.
 - iv. Only Student Representatives present at Senate may vote.
 - v. Any legislation that requires synchronous voting shall be shared with all Student Representatives at least two (2) days before being presented at Senate.
 - b. Asynchronous Voting
 - i. A voting sheet shall be made available to all members of Senate by the ASWC President.
 - ii. Voting shall start after the time of discussion has ended.
 - iii. Voting shall finish no later than one (1) day after Senate has adjourned.
 - iv. All Student Representatives may vote, including members who were absent from Senate.
 - v. Any legislation that requires asynchronous voting shall be shared with all Student Representatives at least one (1) day before being presented at Senate.
- C. Abstinance from Voting
 - a. A Student Representative in Senate shall abstain from voting if they present a conflict of interest and/or bias with the legislation piece being voted on.
 - i. The Student Representative and/or Committee submitting Constitution and/or Bylaw changes shall abstain from voting.
 - b. The vote of a Student Representative not present at Senate shall be marked as

an abstention for all synchronous votes.

- i. The abstain vote removes the Student Representative from the total count of votes.

D. Voting shall not be done anonymously for any piece of legislation.

E. The ASWC President shall, alongside the Communications Committee, make voting sheets available to all ASWC members and ASWC affiliated organizations.

F. Voting Requirements

- a. Petitions shall be passed by a simple majority vote.
- b. Resolutions shall be passed by a simple majority vote.
- c. Acts shall be passed by a simple majority vote.
 - i. In the case that an Act contains a Bylaw amendment proposal, the change shall be voted separately from the Act.
 - ii. In the case that an Act contains a Constitution amendment proposal, the change shall be voted separately from the Act.
- d. Bylaw amendments shall be passed by a two-thirds ($\frac{2}{3}$) vote.
- e. Constitutional amendments shall be passed by a three-quarters ($\frac{3}{4}$) vote.
 - i. The Oversight Committee shall, alongside the ASWC President, Communications Committee, and Student Development Committee, make proposals for Constitution amendments available to all ASWC members and ASWC affiliated organizations no later than fourteen (14) days prior to its vote.
 1. The Student Development Committee shall, alongside the ASWC President, collect feedback from ASWC members and ASWC affiliated organizations and present it to Senate prior to the vote.

G. Suspension

- a. Suspension is a motion to temporarily suspend some portion of the current Bylaws.
 - i. Any Student Representative in Senate may be able to enact the suspension of a bylaw.
 1. A two-thirds ($\frac{2}{3}$) vote from present Student Representatives at Senate is needed.
 - ii. The Oversight Committee shall recommend to Senate the time for which the suspension of the current bylaw will occur.

H. The Oversight Committee shall, in consultation with the Executive Council, determine the voting procedure for other voting items.

- a. All votes shall pass with the minimum of a simple majority vote.