

Associated Student Body of University of Western States – Bylaws

Name

The name of the organization is the Associated Student Body of University of Western States, referred to herein as “ASB.” Members of the Executive Committee of ASB are known as “Executive Officers” or “ASB Officers.”

Statement of Purpose

The purpose of ASB is to support the educational, professional, social, and cultural development of its members through:

- Representation of and advocacy for ASB member interests;
- Cultivation of acceptance, inclusion, and a sense of belonging among ASB members; and
- Organization of programming and activities to support student wellbeing and professional development.

Through its actions, ASB supports the UWS mission and promotes the UWS core values of student-focus, best practices, curiosity, inclusiveness, professionalism, and whole-person health.

Membership

ASB membership consists of all students enrolled in UWS programs leading to a degree, certificate, or other academic credential. A student on a university-approved temporary leave remains an ASB member.

Members may participate in ASB activities, including General Assembly ASB meetings.

Budget

The ASB budget supports activities and initiatives that advance the purpose and core functions of ASB, as defined by these Bylaws. The ASB Executive Committee may recommend the allocation of funds to university-approved student organizations for activities that are aligned with the purpose of ASB using the process and criteria established by the ASB Executive Committee and the Student Affairs administrator. Final decisions regarding the allocation of funds remain with the Student Affairs administrator.

The ASB budget is designated by the University of Western States administration and approved by the University Board of Trustees through the annual budgeting process. The ASB budget varies from year to year. The Student Affairs administrator informs the ASB Executive Committee of annual budget resources.

The ASB budget is managed by the Student Affairs administrator.

Governance Structure

Executive Committee

ASB is governed by an Executive Committee. The Executive Committee consists of the following Executive Officers:

- President
- Vice President
- Secretary
- Treasurer
- Diversity, Equity, and Inclusion (DEI) Officer
- One (1) College Officer from each academic college

The function of the Executive Committee is to carry out activities that align with the purpose of ASB. The executive committee recommends ASB budget allocations; designates ad hoc committees related to ASB's purposes, operations, and activities; and, along with the Student Affairs administrator, represents the student body in communication with the University Executive Leadership.

Liaison Officer

The Student Affairs administrator serves as the liaison officer (LO) between the ASB Executive Committee and the University Executive Leadership.

Description of ASB Officer Positions

President

The ASB President sets the agenda and presides at ASB General Assembly Meetings and at Executive Committee Meetings. The ASB President conveys student body concerns and collaborates with the Student Affairs administrator to enact student initiatives. The ASB President votes only in the event of a tie. The ASB President is a member of the ASB Executive Committee. The President performs such duties as defined by ASB Bylaws or affirmative vote of the ASB Executive Committee.

Vice President

In the absence of the President, the Vice President acts as President. The Vice President is a member of the Executive Committee. The Vice President performs such duties as defined by ASB Bylaws or affirmative vote of the ASB Executive Committee.

Secretary

The Secretary keeps minutes of ASB meetings and is the custodian of ASB records. The Secretary provides notice of ASB meetings to ASB members and/or the Executive Committee, as appropriate. The Secretary acts as President in the absence of the President and Vice President. The Secretary is a member of the Executive Committee. The Secretary performs such duties as defined by ASB Bylaws or affirmative vote of the ASB Executive Committee.

Treasurer

The Treasurer records all financial activities of ASB using generally accepted accounting principles and ensures that ASB financial reports are presented to ASB, the Office of Student Affairs, or the University

Leadership as requested. The Treasurer is a member of the Executive Committee. The Treasurer performs such duties as defined by ASB Bylaws or affirmative vote of the ASB Executive Committee.

Diversity, Equity and Inclusion (DEI) Officer

The DEI Officer represents the student body at meetings of the UWS Diversity, Equity and Inclusion Committee and leads efforts to cultivate a sense of belonging and inclusion among UWS students. The DEI Officer is a member of the Executive Committee. The DEI Officer performs such duties as defined by ASB Bylaws or affirmative vote of the ASB Executive Committee.

College Officers

The College Officers represent the students in their academic college at ASB meetings. College Officers share information with and solicit feedback from students in their academic college. College Officers are members of the Executive Committee. College Officers perform such duties as defined by ASB Bylaws or affirmative vote of the ASB Executive Committee.

Business and Meeting Procedures

General Assembly Meetings

At least one (1) General Assembly Meeting is held per academic term. All ASB members are invited to attend and participate in discussion at General Assembly ASB Meetings. Meetings are conducted in a virtual format, or in person with virtual options.

Official business of ASB is conducted at General Assembly Meetings.

Executive Committee Meetings

At least three (3) Executive Committee Meetings are held per academic term. Executive Committee are conducted in a virtual format, or in person with virtual options.

Meeting Notice

Notice of meetings is given at least five (5) business days prior to each meeting. Notice includes the date and time of the meeting, the format of the meeting, and whether the meeting is general assembly.

Notice of General Assembly Meetings and Executive Committee Meetings is posted in a format accessible to intended meeting participants and invitees.

Officer Participation Requirements

ASB Executive Officers are required to participate in at least 2/3 of the scheduled ASB General Assembly Meetings and Executive Committee Meetings each term.

Failure to meet the officer participation requirements is considered grounds for removal from office.

Rules of Order

The ASB Executive Committee establishes rules of order for meetings. In the absence of specified procedures, ASB meetings are conducted using Robert's Rules of Order.

At the start of each General Assembly or Executive Committee meeting, the ASB President calls the meeting to order, ensures a quorum is present, presides over the meeting, and facilitates discussion of topics at hand. The President adjourns each meeting.

Quorum

For General Assembly and Executive Committee meetings, a quorum is reached when greater than fifty (> 50) percent of Executive Officers and a representative from the Office of Student Affairs are present. The Student Affairs representative is a non-voting participant.

Business may be conducted only if a quorum is present.

Voting

During General Assembly or Executive Committee Meetings, all Executive Officers may present motions to call for a vote. All Executive Officers, with the exception of the President, may participate in voting proceedings. A simple majority is required to carry the vote. In case of a tie, the President casts the deciding vote.

Meeting Agendas

With collaboration from the Executive Officers, the President sets the agenda for General Assembly or Executive Committee Meetings.

Meeting Minutes

The Secretary is responsible for recording meeting minutes for General Assembly or Executive Committee Meetings. Following each meeting, the minutes are posted in a forum accessible to all ASB members.

Elections

Elections are the democratic mechanism by which the UWS student body selects ASB Officers. Elections are held in a manner that is fair and equitable to candidates and ASB members.

The authority to conduct ASB elections resides in the Office of Student Affairs. The Office of Student Affairs is responsible for collecting nominations, verifying eligibility of candidates, providing candidate information to the student body, providing a secure and confidential voting mechanism, and announcing election results. The Student Affairs administrator provides regular updates to the ASB Executive Committee regarding election procedures.

Election Timeline

Elections are conducted during the spring academic term. Elected officers begin their term of service on the first day of the subsequent summer academic term.

The timeline for elections is as follows:

- Nominations are due by the end of week four (4) of the spring academic term.
- Candidate information for eligible candidates is provided to ASB members no later than the end of week five (5) of the spring academic term.
- A general election is held no later than the end of week seven (7) of the spring academic term.
- Election results are announced no later than the end of week eight (8) of the spring academic term.
- New ASB Officers assume responsibilities for their elected office beginning on the first day of the summer academic term.

Eligibility

Students must be in satisfactory academic and disciplinary standing as defined by university policy to be eligible for any ASB Officer position. Students must be in at least their second academic term at UWS to be eligible for all ASB Officer positions.

Students from all academic programs are eligible to run for the offices of President, Vice President, Secretary, Treasurer, and DEI Officer.

Students must be a member of the population they are seeking to represent to be eligible for College Officer positions.

An individual may not hold more than one elected office at the same time.

Nominations

Nominations for all ASB Executive Officer positions must be submitted using the platform provided by the Office of Student Affairs no later than the end of week four (4) of the spring academic term. Only self-nominations are accepted. The Office of Student Affairs verifies candidate eligibility.

Candidate Information

Eligible candidates submit a biography and a candidate statement to be included with candidate information provided in a format accessible to all students. Candidate information for eligible candidates is provided to students no later than the end of week five (5) of the spring academic term.

Campaign Activities

Campaign activities are limited by procedures established by the Office of Student Affairs, in collaboration with the ASB Executive Committee.

General Election

An annual general election for all elected positions is held no later than the end of week seven (7) of the spring academic term.

Voting

All ASB members may cast one vote per position for the offices of President, Vice President, Secretary, Treasurer, and DEI Officer.

Only those ASB members represented by the College Officers may vote for those positions. Eligible ASB members cast one vote per position for College Officers.

The candidate receiving the most votes cast for the office is declared elected and offered the position. A write-in candidate, if eligible, may be elected by receiving the most votes cast for that office.

In the case of a tie between two candidates, a special election is held to determine the officer for the contested position. Candidates are afforded the opportunity to revise their candidate information prior to the special election. The candidate receiving the most votes cast in the special election is declared elected and offered the position.

Election Results

Election results are announced to students no later than the end of week eight (8) of the spring academic term.

Term of Service

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The term of service begins on the first day of the summer academic term and ends on the last day of the following spring academic term.

Term Limits

No Executive Officer may serve in the same elected office for more than two (2) terms. Any portion of a term served is considered a full term.

Resignation of ASB Officers

An Executive Officer may resign at any time by delivering written notice to the President or, in the case of the President's resignation, the Vice President, and the Student Affairs administrator.

A resignation is effective when delivered, unless the written notice specifies a later effective date.

Removal of ASB Officers

Petition for Removal

An ASB Officer may be removed from their position following the submission of a removal petition submitted by an ASB member or a university administrator. A removal petition from a university administrator must contain the clearly stated grounds for removal. A removal petition from an ASB member must contain the clearly stated grounds for removal and physical or electronic signatures of at least ten (10) percent of ASB members represented by the ASB Officer subject to removal.

A petition to remove an Executive Officer must be submitted to the President, or to the Vice President in the case that the President is the subject of the removal, and to the Student Affairs administrator.

Grounds for Removal

Acceptable grounds for removal are a significant breach of UWS student conduct standards; failure to fulfill the duties of the elected office as defined by these Bylaws; conflict(s) of interest that substantially impair the performance of duties of the elected office as defined by these Bylaws; abuse of ASB funds or the position of the elected office; or any other serious offense that compromises the ASB Officer's performance of their duties.

Rebuttal

The ASB Officer who is subject to removal has five (5) business days to provide a written rebuttal, following notice of the removal petition.

The rebuttal must be submitted to the President, or to the Vice President in the case that the President is the subject of the removal, and to the Student Affairs administrator.

Special Meeting for Removal

The President, or the Vice President in the case that the President is the subject of the removal, conducts a special meeting of the Executive Committee to determine whether the officer should be removed from office. A simple majority vote of Executive Officers is sufficient for removal. The Executive Officer subject to removal may participate in the removal vote.

Notice of the special meeting concerning removal must be given at least five (5) business days prior to the meeting. Notice may be waived by unanimous approval by all members.

A removal petition must be resolved within fifteen (15) business days of submission, unless there is reasonable cause to extend the timeline as determined by the Student Affairs administrator.

Vacancies

Executive Officer Vacancies

In the case of a vacancy for the office of President, the Vice President assumes the position of President for the remainder of the term of service.

In the case of a vacancy for any other Executive Officer position, the President appoints an eligible candidate for the office, and the Executive Committee votes to confirm the appointment. A simple majority of votes is needed to confirm the appointment. The appointed Executive Officer fills the position for the remainder of the term of service.

Amendments to the ASB Bylaws

Special Committee to Amend the Bylaws

Amendment to the ASB Bylaws requires review of a Special Committee to Amend the Bylaws appointed by the ASB President. The committee must include the Student Affairs administrator and at least four ASB members. At least one student from each academic college must be included in the committee.

Proposed amendments to the ASB Bylaws require review and approval by the University President.

Special Election to Amend the Bylaws

Following a recommendation put forth by the Special Committee to Amend the Bylaws and approval by the University President, a special election to amend the Bylaws is conducted. All ASB members may vote in the special election. Greater than fifty percent (> 50%) of votes cast is sufficient to adopt the amended Bylaws.

Notice of Amendment to the ASB Bylaws

Amendments to the ASB Bylaws must be announced to ASB members and posted in a location that is accessible to all students within ten (10) business days of adoption.