

Western Nevada College

ASSOCIATED STUDENTS OF WESTERN NEVADA



CONSTITUTION

PREAMBLE

We, the students of Western Nevada College, in order to advance the quality of education, promote student interests, and serve as an informed advocate of student concerns to state agencies and public officials, do ordain and establish this constitution of the Associated Students of Western Nevada College.

The Associated Students of Western Nevada College, in exercising authority granted by this Constitution, shall conform to rules, regulations and policies as established by the Board of Regents, Western Nevada College and to all applicable statutes of the State of Nevada. If any of the provisions of this Constitution are deemed to be in conflict with any of the rules, regulations and policies of the Board of Regents, Western Nevada College or the Nevada Revised Statute, those rules, regulations, policies and statutes shall control.

ARTICLE I

Name and Purpose

Section 1 The name of this organization is the Associated Students of Western Nevada College, hereafter referred to as ASWN.

Section 2 The purpose of ASWN shall be to represent all students currently enrolled at Western Nevada College through communication directed toward a united effort to enhance student life. ASWN is responsible for addressing student issues brought before the organization and:

- A. Make recommendations concerning student welfare to those persons responsible for administration and college policies.
- B. Enact legislation concerning student activities. Such legislation shall be consistent with rules, regulations and policies adopted by the Board of Regents and approved by the President of Western Nevada College.
- C. Provide leadership for all of the student body.
- D. Assist in directing or coordinating ASWN events.
- E. Assess student opinions and needs as deemed necessary and proper, and to encourage student involvement.

Section 3 ASWN shall perform service functions as follows:

- A. Develop institutional morale.
- B. Act as liaison between students, faculty and the administration for the purpose of promoting cooperation.
- C. Welcome and assist campus visitors when student activities are involved.
- D. Actively participate in student recruitment for ASWN and college wide.
- E. Oversee the activities of officially constituted student organizations.
- F. Promote desirable college publications.

ARTICLE II

Membership and Representation

Section 1 Active membership shall be granted to those students who are enrolled at Western Nevada College in a minimum of six (6) credits of Full Time Equivalency (FTE) generating approved courses. These members are required to have an established cumulative GPA of 2.5 or higher, must be able to attend events and must comply with all other requirements stated in this constitution as well as the ASWN Policies and Procedures Manual. Members shall have the right to hold office, the right to vote, and the right to participate in all activities sponsored by the ASWN.

Section 2 Elected representation shall consist of four (4) executive officers, a President, a Vice-President, Secretary, and Treasurer who must participate in officer duties at the Carson campus, and seven (7) Senators. To ensure adequate representation of all campuses please see Policy and Procedures of ASWN. Officers and Senators may perform office hours and related duties at the Douglas or Fallon campuses with approval from the Executive Board.

Section 3 Student representatives may be appointed as volunteers on each campus. Each campus must follow stipulations outlined in the Policies and Procedures Manual. Student Representatives are required to be enrolled in at least six (6) credits for membership.

ARTICLE III

Election and Recall of Officers and Student Senators

Section 1 The final filing date for candidacy for office shall be the second Friday of March. Campaigns may begin on the first Monday of March. An individual is not allowed to start campaigning until his/her application is submitted to and approved by the ASWN Advisor.

Section 2 Elections for President, Vice-President, Secretary, Treasurer, and Senators shall begin on the first Monday in April and end at Noon (12:00P.M.) that following Friday. Election polls will be available at the Carson, Douglas, and Fallon campuses.

Installation of the newly elected Executive Officers and Senators will occur following the completion of the spring semester. These newly elected officials are requested, but not required, to participate in the student government unofficially upon learning the results of the elections.

Section 3 The President shall have the power to change the dates mentioned in the precluding three sections of this article with approval of the Senate.

Section 4 Candidates for President, Vice-President, Secretary, Treasurer, and Senators must be enrolled in six (6) or more semester hours of credit courses at Western Nevada College. Six (6) or more semester hours of audit courses will be sufficient provided that the candidate has previously established a cumulative grade point average of 2.5 or better.

Candidates for President and Vice-President must have actively participated in ASWN for a minimum of two (2) semesters. They must also have completed an on the job assessment consisting of shadowing the current holder of the position for at least half the semester in which they wish to run for the position. Candidates for Treasurer and Secretary must have actively participated in ASWN for a minimum of one (1) semester, and have completed an on the job assessment consisting of shadowing the current holder of the position for at least half the semester. Exceptions can be made at the discretion of the current Executive Board.

Section 5 A student may serve a maximum of two (2) elected terms in one position, in addition to one appointed term. Any student who has served as President for two (2) elected terms is prohibited from being elected or appointed as Vice-President. Terms begin June 1st of the election year and end May 31st of the following year.

Section 6 Once elected, the Executive Officers and Senators must maintain enrollment in six (6) or more semester hours at Western Nevada College.

Section 7 Any student, to be eligible to hold elective or appointive office, must maintain a minimum cumulative grade point average of 2.5. This requirement must be met at the beginning of each semester while in office.

Section 8 Any vacancy in any elective office, other than the President's, shall be filled by appointment made by the President with a majority approval of the Senate. A quorum (51%) of the Senate must vote on any/all appointments. In the event of a vacancy of the office of President, the Vice-President will be appointed as President.

Section 9 Campaigning rules and procedures will be written by the Secretary and the Advisor and with approval by the Senate. Each candidate will be provided with written rules and procedures. Failure to follow campaign rules and procedures may result in disqualification from the election, prohibiting the candidate from serving as an Executive Officer or Senator for a period of one year.

Section 10 The Advisor and one ASWN member not entered in the election shall count the ballots and compile the results of all elections on each campus. (Ballots shall be kept in advisor's possession up to one (1) year following an election.)

Section 11 Recall shall be initiated in the following manner:

- A. Any student who is a member of the ASWN may initiate a recall.
- B. Reason(s) for a recall and the name(s) of the person(s) being recalled must be on a petition. Ten (10) percent or more of the current membership of the total student body must sign the petition. This petition must then be presented to the ASWN. At this time, expedient election procedure, seven (7) calendar days at the minimum, shall be initiated and officer(s) and/or senator(s) shall be removed from office by a majority vote of the ASWN.
- C. Another election shall take place within twenty-five (25) calendar days from the time the petition is presented to the Senate. That person (those persons) removed from office by recall shall be eligible to run again, as will any/all qualified person(s) who wish to oppose him/her.
- D. The candidate receiving a simple majority shall then be seated at the next regular session of the ASWN.

ARTICLE IV

Responsibilities of ASWN Members

Section 1 The Advisor shall serve to guide the ASWN student government through recommendations to facilitate the business, financial, and procedural affairs of the ASWN, and the student clubs and organizations.

Section 2 Executive Officers, Senators and Representatives shall:

- A. Attend ASWN meetings.
- B. Serve on or Chair ASWN and campus committees when appointed.
- C. Attend and assist in the implementation of ASWN activities.
- D. Fulfill office hour requirements and additional responsibilities as outlined in the ASWN Policies and Procedures.
- E. Comply with all additional responsibilities outlined in the Policies and Procedures Manual.

Section 3 The President shall:

- A. Preside at all ASWN meetings.
- B. Be present in person at all Governing and Programming Board meetings.
- C. Represent the ASWN in the college community and the State meetings when and where appropriate.
- D. The ASWN President shall serve on the Nevada Student Alliance Board (NSA). This representative shall serve from the beginning of the NSA's first meeting in June of the year their appointed through to the first meeting in June of the following year.
- E. Monitor and report on all progress and implementation of all actions and transactions of the ASWN.
- F. Appoint all students serving on college committees, with approval of the Executive Board.
- G. Vote on ASWN meetings only in the event of a tie vote of the senate.

Section 4 The Vice President shall:

- A. Act as a Parliamentarian at all ASWN meetings.
- B. Be present in person at all Governing and Programming Board meetings.
- C. Assume all powers of the President in his/her absence.
- D. Oversee all ASWN sponsored activities, events and ASWN committees.
- E. Appoint students and/or ASWN elected members to ASWN committees.
- F. In the event of a vacancy of the office of President, the Vice-President will immediately become President.
- G. Assist the President in the monitoring and reporting on the implementation and progress of all actions and transactions of the ASWN.
- H. Chair the student Programming Board.

Section 5 The Treasurer shall:

- A. Give an itemized report of the financial status of ASWN once each month for Senate approval.
- B. Be present in person at all Governing and Programming Board meetings.
- C. Oversee a record of all financial transactions of ASWN.
- D. Receive a copy of all purchase orders or requisitions where monies are taken from ASWN accounts.
- E. Serve in an advisory capacity for budget matters to the Executive Board and the Senate.
- F. Presides at ASWN meetings in the absence of the President and Vice President.

Section 6 The Secretary shall:

- A. Record and file minutes of all ASWN meetings.

- B. Be present in person at all Governing and Programming Board meetings.
- C. Ensure that copies of the minutes are posted for public information.
- D. Be sure that all ASWN meetings comply with the Nevada Open Meeting Law.
- E. Be responsible for all correspondence of ASWN and copies to be filed for referral.
- F. Presides at ASWN meetings in the absence of the President, Vice President, and Treasurer.

Section 7 Senators shall:

- A. Attend and vote during scheduled ASWN meetings.
- B. Attend, coordinate, implement and evaluate activities sponsored by the ASWN.
- C. Provide services to students as agreed upon by the Senate.
- D. Post ASWN agendas, meeting minutes, flyers, etc. on appropriate ASWN bulletin boards on each respectful campus.

Section 8 Representatives shall:

- A. Attend scheduled ASWN meetings.
- B. Attend, coordinate, implement and evaluate activities sponsored by the ASWN.
- C. Provide services to students as agreed upon by the Senate.
- D. Post ASWN agendas, meeting minutes, flyers, etc. on appropriate ASWN bulletin boards on each respectful campus.

ARTICLE V

Expenditures

Section 1 ASWN hereby grants to its representative body, the Senate, the sole power to enact legislation necessary to finance programs for the students.

Section 2 Revenue for such purpose shall be derived from the ASWN assessment for FTE generating courses (refer to the Board of Regents handbook, Chapter 10, Section 12) levied on each student enrolling at a participating center, and other sources such as are legal and proper. This revenue shall be distributed to ASWN accounts after the official FTE count is established.

Section 3 An annual budget shall be developed and approved by the Senate

Section 4 All monies transferred by the Board of Regents to the Senate will be administered by the Senate in accordance with all the policies and fiscal management procedures established by the Board of Regents and applicable to all units within the Nevada System of Higher Education.

Section 5 Payment of elected and appointed offers:

- A. The President shall receive hourly wages in respect to the position's description as outlined in the policies and procedures manual.
- B. The Vice-President shall receive hourly wages in respect to the position's description as outlined in the policies and procedures manual.
- C. The Treasurer and Secretary shall receive hourly wages in respect to the position's description as outlined in the policies and procedures manual.
- D. Senators shall receive hourly wages in respect to the position's description as outlined in the policies and procedures manual.

Section 6 To receive payment, all officers and senators must be enrolled in a minimum of six (6) credits at WNC and have fulfilled their position's responsibilities. Payments for service as an ASWN member shall be in compliance with the student employment office policies and procedures.

ARTICLE VI

Procedures of the Senate

Section 1 A quorum must be present in order for the Senate to conduct official business. A quorum for business transactions shall be fifty-one (51) percent of all Senators. A quorum for all recall or impeachment shall be sixty (60) percent of all members in good standing.

Section 2 ASWN shall meet on a weekly basis throughout the fall and spring semesters at a time agreed to by the majority of the ASWN Executive Board. The Executive Board may, at their discretion, cancel any meeting, should it not be necessary because of lack of agenda items or holidays.

Section 3 All meetings of the ASWN shall be conducted by the current edition of Robert's Rules of Order, or some agreed upon modification of these rules.

Section 4 All meetings shall comply with the Open Meeting Law of Nevada and the policies set forth by the Board of Regents of the Nevada System of Higher Education.

Section 5 The privilege of the floor at meetings of the ASWN shall be duly granted to any faculty member, college administrative officer, student organization representative, member of the Associated Students of Western Nevada, and visitors upon proper request.

Section 6 Absence from a total of three (3) meetings during a term of office without justification deemed reasonable by the Senate shall also result in disciplinary proceedings.

Section 7 Absence from five (5) consecutive meetings without justification deemed reasonable by the Senate shall result in impeachment proceedings.

Section 8 All ASWN business shall be conducted in accordance with the ASWN Policies and Procedures Manual. The policies and procedures may be modified by a majority vote of the Senate.

ARTICLE VII (Excerpt from ASWN Constitution)

Student Organizations

Section 1 The term “student organization” shall apply to all organized groups which conform to the qualifications established by ASWN and meet with its approval and thereby qualify as “on-campus organizations”. Membership in these organizations shall be open to all registered students.

Section 2 Only those organizations shall be recognized which have as a purpose one or more of the following:

- A. To increase and stimulate the student’s knowledge and interest in a curricular field.
- B. To promote a feeling of fellowship among students with similar interests.
- C. To sponsor educational and recreational activities.

Section 3 All recognized organizations must meet the following requirements:

- A. A college faculty or staff member as an advisor.
- B. Hold a minimum of one (1) monthly meeting.
- C. Submit a report of the organizations activities and official business to ASWN’s Governing Board meeting at the end of each semester. Failure to do so will result in any student organization or club to lose funding for the following semester.
- D. Sponsor for its members and their guests at least one educational or social activity each semester.
- E. Maintain a membership of at least five (5) students.

Section 4 A new student organization must file for approval with ASWN. The Senate shall act upon receiving the completed application. Once approved, the organization retains this approval unless and until it is revoked. The senate shall act upon the completed application within a notable time period (two weeks) when in session.

Section 5 The Senate may revoke approval of any organization, which fails to maintain the qualifications listed in Section 3 of this article.

Section 6 A student organization shall, when making plans for an event and requesting funds for said event, present to the ASWN Programming Board an event request form with all of the information regarding the activity 4 weeks prior to the event which approval is requested

Section 7 Student Organizations will be given funding each academic year, please see ASWN’s Policy and Procedures Manual for more information about Student Organizations funding. Any unused funds at the end of the fiscal year (June 1st-May 31st) will not be rolled over for the following fiscal year. Instead those unused funds will return to ASWN’s general account.

ARTICLE VIII

Discipline and Appeals

Section 1 Probation and Impeachment:

A. Reasons for probation shall consist of: Unsatisfactory meeting attendance, lack of participation in ASWN activities, unsatisfactory performance of ASWN responsibilities, failure to act in accordance with Nevada System of Higher Education and WNC rules and regulations, failure to follow ASWN policies and procedures, malfeasance (wrong doing or misconduct) and/or continuous failure to complete assigned projects within a time period agreed upon by the ASWN members.

B. Any member of the ASWN may be put on probation by a majority vote (51%) of ASWN Executive Board. Probation must be initiated by a written notification from the Executive Board, or Advisor stating that the member has been put on probation and the reasons for that probation within a week of the decision.

C. Upon receiving written notification of the decision the member shall have probationary period assigned at the discretion of the appropriate campus board in which to improve his/her performance. Any member on probation will not receive payment for that time period. Failure to improve shall be grounds for impeachment. More than one (1) probation during the administration period shall also be grounds for impeachment. Any member of the ASWN who has been impeached may not run or hold any office for five (5) years following that impeachment.

D. Reasons for impeachment shall consist of any gross infraction of regulations and policies as established by, ASWN, the Board of Regents, Western Nevada College, and to all applicable statues of the Nevada Revised Statues. If impeachment is to be considered, a committee consisting of three (3) ASWN members, one (1) non ASWN student, one (1) faculty member, ASWN advisor, and the WNC Dean of Student Services shall organize to consider the accusation. If the committee deems necessary, the member will be impeached by a majority vote (60%).

Section 2 Appeals shall follow the process outlined below:

A. A formal written appeal must be submitted to the ASWN Executive Board and Senate for review and action, within five (5) working days. It must be approved by a majority vote of the Senate (60%).

B. If appeal is approved by the Senate, the member shall be reinstated to their original office and status.

ARTICLE IX

Amendments

Section 1 Amendments to this constitution may be proposed by a majority of the voting members of the Senate or a petition signed by ten (10) percent of the current student body.

Section 2 Amendments to this constitution may be ratified by referring proposed amendments to the student body for their approval or rejection; a simple majority of the students voting in an election for this purpose will be adequate to recommend amendments to the constitution. A majority vote of the Senate may also be adequate to ratify amendments to the constitution.

Section 3 The President of Western Nevada College must approve any proposed amendments.

Section 4 Amendments approved by the President of Western Nevada College must be submitted to the Chancellor of the Board of Regents of the Nevada System of Higher Education.

Revised: March 22, 2013