

# Western Nevada College

**ASSOCIATED STUDENTS OF WESTERN NEVADA**



**CONSTITUTION**

## **PREAMBLE**

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

The Associated Students of Western Nevada 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 applicable statutes of the State of Nevada, those rules, regulations, policies and statutes shall control.

## **ARTICLE I**

### **Name and Purpose**

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

**Section 2** The purpose of the ASWN shall be to represent all students currently enrolled at Western Nevada College through inner campus 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 student activities.
- 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 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 five (5) executive officers, a President, two Vice-Presidents, (one from Fallon one from Carson campus), a Secretary, and a Treasurer who can fully participate in officer duties at both the Carson and the Fallon campus, seven (7) Carson Senators, and Seven (6) Fallon Senators. The Carson Executive Board and Senators will represent the Douglas campus. Officers and Senators may perform office hours and related duties at the Douglas campus 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 have a cumulative GPA of 2.5 or better, or be in their first semester at WNC with no established GPA.

## **ARTICLE III**

### **Election and Recall of Officers and Student Senators**

Section 1 The filing date for candidacy for office shall be the third Friday of March.

Section 2 Campaigns may begin on the second Friday of March. An individual is not allowed to start campaigning until his/her application is submitted to and approved by the ASWN Advisor.

Section 3 Elections for President, Vice-Presidents, 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 4 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 5 Candidates for President, Vice-Presidents, 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.

Section 6 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 1<sup>st</sup> of the election year and end May 31<sup>st</sup> of the following year.

Section 7 Once elected, the Executive Officers and Senators must maintain enrollment in six (6) or more semester hours at Western Nevada College.

Section 8 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 9 Any vacancy in any elective office, other than the President's, shall be filled on the Carson or Fallon campus 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, a Vice-President will be appointed as President with a majority (51%) vote from the Senate.

Section 10 Campaigning rules and procedures will be written by the Election Committee Chair 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 11 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 12 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 and Senators 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. Represent the ASWN in the college community and the State meetings when and where appropriate.
- C. Monitor and report on all progress and implementation of all actions and transactions of the ASWN.
- D. Appoint all students serving on college committees, with approval of the Executive Board.
- E. Vote on ASWN meetings only in the event of a tie vote of the senate and other Executive officers.

Section 4 The Vice-Presidents shall:

- A. Act as a Parliamentarian at all ASWN meetings.
- B. Assume all powers of the President in his/her absence.
- C. Oversee all ASWN sponsored activities, events and ASWN committees.
- D. Appoint students and/or ASWN elected members to ASWN committees.
- E. In the event of a vacancy of the office of President, one of the Vice-Presidents will immediately become President by a majority vote of the Senate.
- F. Assist the President in the monitoring and reporting on the implementation and progress of all actions and transactions of the ASWN.
- G. Chair the student programming board on their specific campus.

Section 5 The Secretary shall:

- A. Record and file minutes of all ASWN meetings.
- B. Ensure that a least four (4) copies are posted for public information.
- C. Be sure that all ASWN meetings comply with the Nevada Open Meeting Law.

D. Be responsible for all correspondence of the ASWN and copies to be filed for referral.

Section 6 The Treasurer shall:

A. Give an itemized report of the financial status of the ASWN once each month for Senate approval.

B. Oversee a record of all financial transactions of the ASWN.

C. Receive a copy of all purchase orders or requisitions where monies are taken from ASWN accounts.

D. Serve in an advisory capacity for budget matters to the Executive Board and the Senate.

E. Presides at the ASWN meetings in the absence of the President and Vice-President.

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, ect.

## **ARTICLE V**

### **Expenditures**

Section 1        The ASWN of Western Nevada College, 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 the Carson City and rural student body accounts after the official FTE count is established. Students, who have attained the age of 62 years or older are exempt from the above fee.

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-Presidents 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 standing members on each respective campus.

Section 2 The ASWN shall meet on a weekly basis throughout the fall and spring semesters at a time agreed to by the majority of the ASWN members. The Executive Board may, at their discretion, not have a 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 three (3) consecutive meetings without justification deemed reasonable by the Senate shall result in impeachment proceedings.

Section 7 Absence from a total of five (5) meetings during a term of office without justification deemed reasonable by the Senate shall also result in disciplinary 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 on each respective campus.

## **ARTICLE VII**

### **Student Organizations**

Section 1       The term “student organization” shall apply to all organized groups which conform to the qualifications of the ASWN and meet with its approval and thereby qualify as “on-campus organizations”. Membership in these organizations shall be open to all eligible 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 organization’s activities and official business to the Secretary of the Senate.
- 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 a petition for approval with the 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 all-college activity, present to the ASWN all information regarding the activity at the ASWN meeting prior to the event for which approval is requested at least three (3) weeks prior to the activity.

Section 7 The Senate may extend approval to temporary groups or committees, as it deems necessary.

Section 8 Funds of up to \$600.00 per academic year may be requested by each recognized club on an as-needed basis. These funds may be approved by a majority vote of the Senate.

## **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 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 the Board of Regents, Western Nevada College, and to all applicable statutes of the State of Nevada. If impeachment is to be considered, a committee consisting of three (3) ASWN members, one (1) non ASWN student, one (1) faculty member, the ASWN advisor from the appropriate campus, 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 (51%).

Section 2 Appeals shall follow the process outlined below:

- A. A formal written appeal must be submitted to the ASWN Executive and Senate body for review and action. Must be approved by a majority vote (51%).
- B. This appeal must then be presented to the ASWN. At this time, expedient election procedures, seven (7) calendar days at the minimum, shall be initiated and officer(s) and/or senator(s) shall be removed from office by a simple majority of the votes received.
- C. Another election shall take place if time permits from the time the petition is passed by the appropriate campus board. That person (those persons) removed from office by recall shall be eligible to run again, as will any/all qualified who wish to oppose him/her. The ASWN shall execute replacement procedures.
- D. The elected candidate (the one receiving a simple majority) shall then be seated at the next regular session of the ASWN.

## **ARTICLE IX**

### **Amendments**

Section 1        Amendments to this constitution and the rules and procedures of the ASWN 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 Board of Regents of the Nevada System of Higher Education.

**Last updated and approved by Board of Regents 2/2008**