

## **Bylaws of the Westmont College Student Association**

### ***Section I: Job Descriptions***

1. The duties of the Assembly include, but are not limited to the following:
  - a. To represent the voice of the students to the faculty, staff, and administration and serve as an advisory body to the WCSA President.
  - b. To discuss and vote on all proposals submitted to WCSA at the next possible meeting after the proposal was submitted.
  - c. To approve each semester, by a majority vote, a budget to guide the distribution of WCSA funds and to appropriate funds accordingly.
  - d. To approve all monetary expenses and allocations within WCSA in accordance with the approved budget.
  - e. To oversee and conduct elections for the Assembly in the Spring of the preceding academic year.
  - f. To oversee Upper Campus Hall Senator Elections during the fall semester.
  - g. To approve Executives of the Assembly appointments to vacant or unelected offices by a majority vote of the Assembly of the Assembly.
  - h. To discuss current campus events and concerns of the students.
  - i. To keep detailed and comprehensive records of duties and actions, to be appropriately filed in the WCSA office in the form of a year-end report.
  - j. To codify, catalogue, and update all WCSA bylaws.
  - k. To support and attend events beneficial to the student body.
  - l. To plan two "Conversations that Matter Events" per semester
2. Executives of the Assembly
  - a. President
    - i. The President represents the student body to the faculty, staff, administration, and the Santa Barbara community. This representation will be fulfilled by the President's presence on college committees and in presentations to various student groups, administrators, faculty, alumni, and/or parent groups. The President will oversee WCSA by leading weekly Assembly meetings and evaluating all major decisions made by the organization.
    - ii. The duties of the President include, but are not limited to, the following:
      1. Attend all meetings of the Assembly.
      2. Serve as the official representative of the students to the faculty, staff, administration, and the Santa Barbara community.
      3. Preside over and set the agenda for WCSA Assembly meetings.
      4. Cast a vote on every Assembly decision that comes to a tie vote.
      5. Meet weekly with the Vice President and Dean of Student Engagement to discuss issues related to the Assembly.
      6. As necessary, create committees
      7. Appoint WCSA members, and other students, if necessary, to college committees.

8. In the case of a vacant seat in the Assembly, the President shall appoint someone to fill the vacant seat with  $\frac{2}{3}$  majority approval from the Assembly. The President should seek counsel from the Executives of the Assembly, the Assembly as a whole, and the constituents who will be represented by the position.
9. Veto any vote of the Assembly within 7 days of the initial vote. This veto can be overturned by a  $\frac{3}{4}$  vote from the Assembly.
10. Meet with the College President monthly to inform him of student needs and to receive updates about any relevant decisions made by the administration.
11. Schedule individual meetings with other Executives of the Assembly as needed.
12. Maintain a minimum of two posted office hours per week.
13. Complete personal end-of-year report as a succession letter

b. Vice President

- i. The Vice President will sit on college committees and represent the student body in meetings with student groups, faculty, administrators, alumni, and/or parent groups.
- ii. The duties of the Vice President include, but are not limited to, the following:
  1. Attend all meetings of the Assembly.
  2. Cast a vote on every Assembly decision that comes to a vote.
  3. Function as the WCSA President in the event that the President is unable to perform their aforementioned duties. When acting as President, the Vice President is not able to vote on Assembly decisions.
  4. Be responsible for monitoring the implementation of legislation from the Assembly.
  5. Sit on committees as appointed by the WCSA President.
  6. Lend advice to the President in the process of recommending appointments to the Assembly to fill a vacant, dismissed, or recalled position.
  7. Work closely with the Westmont Activities Council Club's Coordinator and the WCSA Business Manager to manage Student Government's (WCSA) official relationship with clubs and to support club thriving.
  8. Meet with the College VP for Student Life monthly to inform her/him of student needs and to receive updates about any relevant decisions made by the administration.
  9. Schedule individual meetings with Senators as needed.
  10. Maintain a minimum of two posted office hours per week.
  11. Carry out directives of both the Assembly and the WCSA President.

12. Meet weekly with the President and Dean of Student Life to discuss issues relevant to the Assembly.
13. Unless otherwise delegated, in the absence of the Communications Manager attend and take complete and accurate minutes of all Assembly meetings and distribute minutes, decisions, and action items to all Council members within 48 hours of the WCSA meetings.
14. Complete personal end-of-year report as a succession letter

c. Business Manager

- i. The Business Manager oversees the financial outlays and revenues of WCSA; this involves proposing a semester budget, controlling funds, disbursing funds, and offering advice on the appropriation of finances with regard to proposals and daily activities of WCSA.
- ii. The duties of the Business Manager include, but are not limited to the following:
  1. Attend all meetings of the Assembly.
  2. Cast a vote on every Assembly decision that comes to a vote.
  3. Provide the Assembly with an annual budget. This budget will be discussed, amended, as necessary, and approved by a majority vote at the start of the school year.
  4. Oversee the revenues, expenditures, and debts of all WCSA monies, and to periodically report the financial condition of all student organizations to the Assembly and the Financial Committee.
  5. Support and guide business managers from other affiliated student organizations funded by student fees. The Business Manager will plan and facilitate a meeting between all of the student organizations' business managers each semester to discuss student fees and fund distribution.
  6. Collaborate with WAC Clubs Coordinator on twice annual club funding decisions.
  7. Function as the WCSA President in the event that neither the President nor the Vice President is able to perform their aforementioned duties. When acting as President, the Business Manager is not able to vote on Assembly decisions.
  8. Function as WCSA Communications Manager when CM is absent
  9. Meet with the College VP for Finance monthly to inform him/her of student needs and to receive updates about any relevant decisions made by the administration.
  10. Sit on committees as appointed by the WCSA President.
  11. Lend advice to the President in the process of recommending appointments (which would be subject to an Assembly confirmation vote) to the Assembly to fill a vacant, dismissed, or recalled position.
  12. Maintain a minimum of two posted office hours per week.

13. Complete personal end-of-year report as a succession letter

d. Communications Manager

- i. The Communications Manager ensures seamless communication within the Assembly and communicates the plans and purposes of WCSA to the student body.
- ii. The duties of the Communications Manager include, but are not limited to, the following:
  1. Sit on committees as appointed by the WCSA President.
  2. Ensure that meeting minutes, agendas, bills and other relevant documents are posted to the WCSA site in a timely fashion.
  3. Periodically review and update WCSA documents in shared Google drive.
  4. Receive and distribute all official communications on behalf of the student government.
  5. Unless otherwise delegated, maintain a record of all bills passed by the Assembly.
  6. Promote an understanding of the work of WCSA by working closely with campus publication groups and writing monthly newsletter
  7. Provide posters, graphics, and design material as needed
  8. Meet with the College VP of Enrollment, Marketing, and Communications monthly to inform him/her of student needs and to receive updates about any relevant decisions made by the administration.
  9. Work with Santa Barbara Community members on local projects such as Montecito Beautification Day and other important events.
  10. Unless otherwise delegated, attend and take complete and accurate minutes of all Assembly meetings and distribute minutes, decisions, and action items to all Council members within 48 hours of the WCSA meetings.
  11. Maintain a minimum of two posted office hours per week. Support the WCSA President and Vice President through administrative record-keeping and follow through.
  12. Make room preparations and reservations for all Assembly meetings.
  13. Notify WCSA members of the time and place of all meetings.
  14. Be responsible for monitoring the implementation of legislation from the Assembly.
  15. Maintain a record of all bills passed by the Assembly.
  16. Maintain a minimum of two posted office hours per week.
  17. Complete personal end-of-year report as a succession letter

e. Academic Liaison

- i. The Academic Liaison will be elected in the general March elections and will be the representative to the administration for academic concerns including sitting on the Academic Senate.
  - ii. The duties of the Academic Liaison include, but are not limited to, the following:
    1. Serve on the Academic Senate committee.
    2. Sit on committees as appointed by the WCSA President.
    3. Attend and participate in weekly Assembly meetings.
    4. Represent the needs of transfer and first-gen students (partner with Sonya Welch and Center for Student Success)
    5. Cast a vote on every Assembly decision that comes to a vote.
    6. Meet once a month with the College Provost or Associate Provost to discuss academic issues as they relate to student experiences and interests.
    7. Meet with at least three professors per semester to keep a pulse of faculty and student ongoings.
    8. Maintain a minimum of two posted office hours per week.
    9. Complete personal end-of-year report as a succession letter
- f. Equity and Diversity Manager
- i. The Equity and Diversity Manager is an elected member of the Westmont College Student Association Senate and represents underrepresented students (i.e. students of color, LGBTQ+, missionary, third culture, and international students, etc.). The Diversity Senator will strive to ensure that the needs, ideas, suggestions, and concerns of underrepresented students are communicated to Westmont College Student Association as well as staff, faculty, administration, and various college committees.
  - ii. The duties of the Senator shall include, but are not limited to the following:
    1. To maintain the focus and attention of the Westmont Learning Standard for Diversity by representing the underrepresented student population.
    2. Attend all weekly meetings of the Assembly.
    3. Cast a vote on every Assembly decision that comes to a vote.
    4. To sit as a student representative on the Faculty Diversity Committee and other committees as suggested by ICP Director or Dean of Students
    5. Meet monthly with VP of Student Life (or other E-Team member?)
    6. Chair WCSA Equity and Diversity Committee
    7. To give a weekly report at all Assembly meetings.
    8. To submit an end of the semester summary to the Vice-President and Senate.

9. To work in coordination with ICP by supporting their activities and to represent the different organizations to the administration, staff, and faculty.
10. To meet on a monthly basis (in various capacities) with members of all ethnic, intercultural or cross-cultural clubs, groups, or organizations.
11. To meet with leaders of Nexus on a regular basis.
12. Work to distribute Student Fee dollars in the best interest of all students, with specific attention to the interests of underrepresented students on campus.
13. Draft and present bills to the WCSA Assembly that represent changes or improvements that will benefit the College and the student body.
14. Attend and participate in weekly Assembly meetings.
15. Attend and participate in weekly ICP staff meetings.
16. Meet with Westmont's Director of Intercultural Programs to coordinate on issues and ideas on a regular basis.
17. Meet with the Dean of Student Engagement on a regular basis.
18. To represent Westmont at the annual Student Congress on Racial Reconciliation (SCORR) during the spring semester, and to encourage the attendance of Westmont students at this conference
19. To support and attend the Intercultural Program's Connect Retreat, the Next Step workshop.
20. Complete personal end-of-year report as a succession letter

### 3. Senators of the Assembly

#### a. Hall Senators

- i. Senators represent the seven Westmont residence populations. One Senator will be elected per residence hall, and one senator for "off-campus". The primary responsibility of the Senators is to consult and work closely with residence hall students to get input and ideas on ways to improve the student experience.
- ii. The duties of Senator include, but are not limited to the following:
  1. Represent students from their residence hall or constituency to WCSA and campus administration.
  2. Communicate with students and administration on campus issues.
  3. Work to distribute Student Fee dollars in the best interests of the College and the students, particularly hall-specific funds in the best interests of hall residents.
  4. Draft and present bills to the WCSA Assembly that represent changes or improvements that will benefit the College and the student body.
  5. Advocate for the needs of their specific halls.
  6. Cast a vote on every Assembly decision that comes to a vote.
  7. Attend and participate in weekly Assembly meetings.

8. Convene and meet every other week with a hall council and/or do at least 2 hours of canvassing (direct, on the ground contact with) your constituency each week.
9. Participate in monthly meetings with various residence hall staff—specifically the Resident Director, Community Life Council, and janitorial staff—to coordinate on hall issues and ideas.
10. Meet as needed with the Director of Residence Life and respective Residence Hall Director.
11. Complete personal end-of-year report as a succession letter

#### 4. Appointed Positions as Needed

##### a. Chief of Staff

- i. The Chief of Staff shall be appointed by the WCSA President.
- ii. The duties of the Chief of Staff include, but are not limited to the following:
  1. Support the Assembly members through administrative record-keeping and follow-through:
    - a. Sit on committees as appointed by the WCSA President
    - b. Support the Communications Manager in taking meeting minutes and making room preparation, reservations, and programming plans for WCSA initiatives.
    - c. Be responsible for monitoring the implementation of legislation from the Assembly.
    - d. Maintain a minimum of two posted office hours per week.
    - e. The Chief of Staff shall not be a voting member of Student Government (WCSA).
    - f. The Chief of Staff shall attend all Assembly Meetings.

##### b. At Large Senators

- i. At Large Senators represent an important aspect of Student Life such as Extracurricular activities or Athletics. At large senators are selected by the WCSA President and must be approved by a two-thirds vote of the Assembly.
- ii. The duties of the At Large Senators include, but are not limited to, the following:
  1. Represent and advocate on behalf of students from their constituency to WCSA and campus administration.
  2. Sit on committees as appointed by the WCSA President.
  3. Attend and participate in weekly Assembly meetings.
  4. Cast a vote on every Assembly decision that comes to a vote.
  5. Complete bi-monthly report forms.
  6. Conduct at least 2 hours of canvassing (direct, on the ground contact with) your constituency each week
- iii. The appointment of At Large Senators is not necessary for the Assembly. The stipend of the appointed At Large Senator will be determined at the time of the appointment.

## ***Section II: Meetings***

1. Two-thirds of the voting members will constitute a quorum. No business can be conducted unless a quorum is present.
2. The Assembly shall meet weekly on campus or in a virtual modality as needed .
3. The order of business for a regular Assembly meeting shall typically be:
  - a. Opening Prayer/Announcements
  - b. Quorum Call
  - c. Committee Reports
  - d. Old business:
    - i. Funding Requests
    - ii. Discussion of Bills/Vote
  - e. New Business:
    - i. Funding Requests
    - ii. Discussion of Bills/Vote
  - f. Open Forum/Important Future Issues/Points of Tactical Necessity
  - g. Preparation for Next Meeting/Review
  - h. Adjournment
4. All members of the student body, faculty, staff, and administration may attend meetings of the Assembly that are not closed to the general public. Such members may participate in discussions during the open forum if recognized by the chair. Proposals not presented during open forum must be submitted to the President or Vice President within twenty-four hours of the Assembly meeting in order to be put on the agenda.
  - a. The chair shall reserve the right to suspend business or remove any non-member from meetings if that non-member is deemed to hinder the effectiveness of the Assembly to conduct business.
    - i. This decision of the chair can be reconsidered by a simple motion to appeal the chair's decision and if passed by a  $\frac{2}{3}$  vote of the Assembly.
5. A closed session shall be defined as a time when only current members of WCSA are permitted to be present in the Assembly meeting.
  - a. The Assembly shall enter a closed session at any time by a proposed motion and a two-thirds approval of the Assembly. The session may be reopened by a motion and a majority vote from the Assembly.
6. Special sessions may be called under the following circumstances:
  - a. If designated by the President or Senior Vice President when all Assembly members have been notified.
  - b. If requested in the form of a petition to the President or Vice President by two-thirds of the voting membership of the Assembly.
  - c. If requested in the form of a petition form to the President or Vice President by ten percent (10%) of the Student Body.
7. The President shall prepare the agenda and facilitate the Executive Assembly meetings.

### ***Section III: General Procedure***

1. All meetings of the Assembly shall be governed by Robert's Rules of Order. All decisions must be motioned, seconded, have an opportunity for debate, and voted upon. Such decisions include, but are not limited to: amending and/or approving proposals, minutes, budgets; opening, and closing the meeting.
2. The voting rules (Robert's Rules/Parliamentary Procedure) shall be executed as follows:
  - a. A quorum is necessary for any official business to be considered and any vote to take place. For a quorum to exist, two-thirds of the voting members must be present at any given meeting.
  - b. Before a vote can take place, a motion to vote must be made and seconded by someone other than he or she who made the motion.
  - c. Each member has three (3) options when a vote comes before the Assembly: for, against, or abstain.
  - d. A simple majority of those present is required for a vote to pass.
  - e. A motion can be made to table a proposal or issue to a future meeting. This type of motion also follows the above process.
  - f. To amend a motion that has passed, a new motion must be made and follow the preceding steps.

### ***Section IV: Legislation***

1. Bills
  - a. A bill is a binding statement calling for a specific action in its implementation. A bill requires a majority vote of the members present and voting.
  - b. A bill may be introduced by any member of the WCSA Assembly.
  - c. Bills shall be submitted to the Chair at least 24 hours before the next meeting.
  - d. Bills shall be written in the format and template as provided in the Google Drive resource folders.
  - e. All proposals brought to WCSA are subject to amendment. A friendly amendment is one that does not change the meaning of the bill. All friendly amendments can be simply added by making a motion to the chair. Amendments that do change the meaning of the bill must pass by a simple majority and the amended portion of the bill will be immediately updated.
  - f. If the bill passes, the date and time of the passage as well as the voting record shall be printed on the bottom of the bill and saved to the WCSA google drive.
  - g. After the passage of the bill through the Assembly, the President will either sign or veto the bill. The signing of the bill passes it into law and a veto sends it back to the Assembly. If the WCSA President does not sign the bill, it will automatically become law within three days.
  - h. If the bill is vetoed by the President, it shall be automatically placed on the calendar for the next meeting.

- i. For any bill in which WCSA purchases tickets using student fee dollars, the bill sponsors must provide equal opportunity for all members of the student body to participate unless the hosting party asks specifically for WCSA representatives.
  - j. If WCSA funds any improvement to Westmont College or purchases anything for Westmont College, WCSA shall not be held responsible for the allocation of the funds when a party other than WCSA is doing the purchasing until the necessary bill is passed. This includes those who expect to receive funds from WCSA purchasing anything before the bill is passed with the expectation that WCSA will reimburse them and WCSA does not approve the appropriation of those funds. WCSA shall only be found liable for any money spent by parties other than WCSA when direct communication from the WCSA Business Manager, President, or Communications Manager has occurred stating that the appropriation of the funds in question has been approved.
    - i. If the WCSA Business Manager, President, or Communications Manager does communicate with the party which is spending funds with or on behalf of WCSA that the necessary bill has been passed when, it, in fact, has not and the party moves forward with the purchase under the understanding that WCSA has passed the bill, then the member of WCSA who communicated with the party shall be held responsible for the funds in question.
2. Funding Proposals
- a. Any Westmont student, faculty, or staff member is eligible to submit a funding request to WCSA.
  - b. Funding proposals shall be submitted through the WCSA webpage.
  - c. Submitted funding proposals shall be examined in light of the funding proposal review criteria (located within the WCSA google drive) and will take into account past precedent and the implications of future precedent.
  - d. The Assembly shall vote on whether to approve the proposal. The decision will be communicated to the requestor by the WCSA business manager within 48 hours.
  - e. If WCSA funds any improvement to Westmont College or purchases anything for Westmont College, WCSA shall not be held responsible for the allocation of the funds when a party other than WCSA is doing the purchasing until the necessary funding proposal is passed. This includes if those who expect to receive funds from WCSA purchase anything before the funding proposal is passed with the expectation that WCSA will reimburse them and WCSA does not approve the appropriation of those funds. WCSA shall only be found liable for any money spent by parties other than WCSA when direct communication from the WCSA Business Manager, President, or Communications Manager has occurred stating that the appropriation of the funds in question has been approved.
    - i. If the WCSA Business Manager, President, or Communications Manager does communicate with the party which is spending funds with or on behalf of WCSA that the necessary bill has been passed when, it, in fact, has not and the party moves forward with the purchase under the understanding that

WCSA has passed the bill, then the member of WCSA who communicated with the party shall be held responsible for the funds in question.

### ***Section V: Election***

1. Purpose
  - a. The election process shall be used to secure the Assembly for each new year in the WCSA Government. This Bylaw shall ensure the proper functioning of this process and enforcement of the provisions and regulations of the election.
2. Eligibility and Positions
  - a. List of elected officials: President, Vice President, Business Manager, Communications Manager, Academic Liaison, Equity and Diversity Manager, and Senators from each of the residence halls (Van Kampen, Armington, Emerson, Page, Clark, GLC, and Ocean View/Off-Campus).
  - b. Eligibility: To be eligible for any position, the student must be a current full-time student (carrying twelve units or more) in good academic standing, meaning that he or she is not currently on academic probation and must have a cumulative GPA of 2.5 or greater (Academic Liaison requires GPA of 3.0 or greater). Candidates for the position of WCSA President must be entering their third or fourth year of college.
    - i. Equity and Diversity Manager candidate(s) must have demonstrated a commitment to multicultural development (i.e. having previously served as an ICP leader, having taken the Director of Westmont's Intercultural Programs' class on racial identity, or any other multicultural commitment approved by the Director of Campus Life).
  - c. No student is eligible to run or to be appointed for an office for which he or she will be unable to complete the term of office unless otherwise approved by the Director of Campus Life.
3. Candidates
  - a. Candidates shall submit an online Common Application required for all student leaders as well as an online WCSA application in which the candidate shall collect electronic signatures from the student body for a petition form.
  - b. Fifty (50) signatures will be required for the positions of President and Vice President.
  - c. Thirty-five (35) signatures will be required for all other Executives of the Assembly positions.
  - d. Twenty-five (25) signatures will be required for all Senator positions.
  - e. Once the application is completed and all signatures are acquired, all candidates running for positions will be asked to submit a short statement that will accompany their photo on the election ballot.
4. Campaigning
  - a. Candidates who are running for either the President or Vice-President positions are to campaign together. These candidates shall run on one platform and coordinate their vision for the year together.
  - b. No candidate shall be allowed to receive any monetary contribution from the WCSA budget or any other College department.
  - c. No existing WCSA member shall publicly or privately endorse a candidate as a member of WCSA.

- d. Campaign materials may not violate Westmont posting policies as found in the student handbook, and all campaign material must be removed by the candidate by the time voting ends.
  - e. Candidates may not spend more than \$100 on their campaign.
  - f. Candidates may refer to the "Campaign Guidelines" handout for more information.
  - g. Candidates may encourage students to vote in the election but may not unduly coerce voting or request students to vote in their presence.
  - h. Candidates may contact a WCSA representative in order to book a room for a campaign event.
5. Election Procedure
- a. Elections shall take place during the Spring and Fall Semesters.
  - b. A link will be emailed to all students by the communications manager. The polls shall not be open for longer than the day of the election.
  - c. Elections for executive council members will take place on a Tuesday in March no later than seven weeks prior to the close of the spring semester.
  - d. Senator elections for lower campus and off-campus senator(s) will take place in April after housing has been finalized, while elections for upper campus senators (Page, Emerson, and Clark) will take place between the second and fifth week of the fall semester.
    - i. The three Lower-Campus Senators shall each be assigned an Upper-Campus Senator to mentor and help acclimate to Student Government. This will include, but is not limited to, the shared Google Drive, how and when to present bills, funding proposals, how to run and operate effectively in Community Life Councils, write bills, Etc.
  - e. Voting for the Executives of the Assembly must be open to all Westmont students.
  - f. Voting for each Residence Hall based Senator must be open to all current Westmont students in their respective residence halls.
  - g. Voting shall take place through an online ballot that shall be sent out to the all-student e-mail list.
  - h. The online ballot shall include statements and photographs of all candidates.
  - i. In the case of a tie, a run-off vote shall be executed in a timely manner. The winner of the run-off vote shall be appointed into office.
  - j. Posting the Results
    - i. Only the WCSA Advisor, President, and Vice President shall have access to the election results. This is to be amended in case one of these persons is participating in the election.
    - ii. The results of the election shall be officially announced no later than forty-eight (48) hours after the official closing of the polls.
    - iii. No official predictions of election results shall be allowed to be made by any current WCSA member.
    - iv. Posted results shall consist of the name(s) of the winning candidate(s) only. The number of votes for each candidate shall not be made known by WCSA or by any other witnesses. Results shall be posted on the WCSA website after the candidates have been notified.

## ***Section VI: Committees***

1. WCSA appoints its officers or selects student representatives to be the voice of the student body at various College committees to ensure the effective functioning of the student government and the College as a whole.
2. Officers shall attend these committees at a time and place to be determined by the committee contact person.
3. Officers shall report on these committee meetings during official Assembly meetings.
4. Standing Committees
  - a. Standing committees shall support the General counsel by providing expertise and a consistent group to communicate with various departments on particular issues and concerns.
    - i. If deemed necessary, each member of the Executive Team may have a standing committee to provide a consistent team to delegate tasks to and include in wider institutional initiatives and conversations.
    - ii. Standing Committees shall be created or dissolved by an amendment to the Bylaws preferably at the beginning of each semester.
    - iii. These Standing Committees shall meet in the 30 minutes before each Student Government Meeting. OR These Standing Committees shall meet as often as
    - iv. These Standing Committees shall be the primary advisors to the President and to the Assembly on these particular issues.
  - b. Naming of the Standing Committees and their members
    - i. Each standing committee shall be led by a member of the Executives of the Assembly.
    - ii. The standing committees shall include:
      1. The Equity and Diversity Committee shall include the Equity and Diversity Manager as well as at least two Hall Senators.
        - a. This committee will function as an extension of the Equity and Diversity Manager: supporting ICP, attending ICP leader office hours, aid with writing statements around issues relating to equity and diversity, fostering a relationship with Nexus, sitting on committees related to Equity and Diversity, etc.
      2. The Financial Committee shall include the Business Manager and two Hall Senators.
        - a. This will include an overview of any funding proposals or financial decisions to be made by the Assembly.
      3. The Communications Committee shall include the Communications Manager and two Hall Senators.
        - a. This will include all communication between Student Government and the Communications Board and all organizations under their supervision.

4. The Student Organization and Administration Committee shall include the Academic Liaison, the Equity and Diversity Manager, and two Hall Senators.
    - a. This will be over the relationship with other student organizations and the parts of the administration not already connected to another member of student government.
  5. The members of Student Government that are not placed onto any standing committee shall meet with the President and Vice-President during the 30 minutes preceding the meeting to discuss any issues on Westmont Campus.
  6. Each of the Upper Campus Senators shall be placed on each of the Standing Committees therefore, until the Fall elections, one Hall Senator seats on each of the Standing Committees shall remain vacant.
  7. These Standing Committees shall not conduct any business on behalf of the Assembly without first consulting the Assembly.
  8. The Standing Committees shall bring forward a recommendation to the Assembly concerning any business that came before the Committee.
5. WCSA appoints students to the following committees:
- a. Academic Senate
    - i. One student; Academic Liaison typically serves on this committee.
    - ii. Contact: Jaron Burdick, jburdick@westmont.edu, Senior Administrative Assistant to the Provost
    - iii. *Membership:* Eight elected faculty, two from each division plus two additional faculty at large. Only faculty who have served at the college for a minimum of 6 years are eligible for election to Academic Senate. Faculty are typically elected to 3-year terms.
    - iv. *Responsibilities:*
      1. To steward and maintain the integrity of the academic program, including curriculum, general education, majors, support programs, and off-campus and special programs.
      2. To review, approve, and instate changes in academic programs, and to submit these changes through the faculty council for action by the full faculty.
      3. To engage in academic planning, to assure that academic evaluation effectively takes place, and to recommend changes in academic staffing and resources.
      4. To recommend changes in admissions policies and practices.
      5. To recommend changes in the area of learning resources, including the library and educational media.
      6. To initiate changes in grading practices and student evaluations.

7. To accept and consider proposals from students, faculty, staff, or other constituencies and respond with recommendations.
  8. To read and discuss yearly summary reports from the Program Review Committee, the General Education Committee, and the Off-Campus Programs Committee.
  9. To read and discuss regular summary reports from the Strategic Planning Committee.
- b. Academic Senate Review Committee
- i. One student appointed by WCSA (voice without vote).
  - ii. Contact: Jaron Burdick, jburdick@westmont.edu, Senior Administrative Assistant to the Provost
  - iii. *Membership:* Three senators, Registrar, Provost, or representative.
  - iv. *Responsibilities:*
    1. Acts for the Academic Senate on student petition appeals, honors, and alternative-major proposals.
    2. Acts under minor curriculum changes, ie: addition or deletion of a major.
    3. Appeal for action related to a student petition, honors, and alternative-major proposals.
- c. Baccalaureate Committee
- i. One student, GLC/Off-Campus Senator typically serves this role (needs to be of senior class standing).
  - ii. Contact: Eben Drost, edrost@westmont.edu, Administrative Assistant to the Campus Pastor/Chapel Coordinator.
  - iii. *Membership:* Campus Pastor, Provost, VP of Student Life and Dean of Students, Adam's Chair of Music & Worship, Senior Class Representative.
  - iv. *Responsibilities:*
    1. Attend three committee meetings.
    2. Communicate with the senior class about Baccalaureate.
    3. Read and review Baccalaureate speeches.
    4. Assist with the selection process for Baccalaureate speakers and introductions.
    5. Present class banner at the Baccalaureate service.
- d. Computer and Technology Advisory Committee (CTAC)
- i. Two students appointed by WCSA.
  - ii. Contact: Kevin Hess, khess@westmont.edu, Senior Director of Information Technology.
  - iii. *Membership:* Chair of the Academic Resources Committee, one faculty member, director of the Library and Information Services, Registrar, VP of Finance, Director of Admissions, one representative from Advancement and Student Life, and Chief Information Officer.
  - iv. *Responsibilities:*

1. Review and recommend plans and priorities for the College in the area of information technology.
  2. Review and recommend specific policies regarding computer and information technology.
  3. Review and recommend staffing and budget.
  4. Review and recommend new initiatives, and innovations.
  5. Review progress toward established goals and objectives.
- e. Communications Board
- i. One student appointed by WCSA.
  - ii. Contact: Kasey Miller [kasmiller@westmont.edu](mailto:kasmiller@westmont.edu), Campus Life Coordinator, VP of Student Life, one faculty, editors of student publications, faculty advisors of the Student publications.
  - iii. *Responsibilities:*
    1. Serve as a selection committee for editors.
    2. To select advisors.
    3. Establish guidelines for advisors to the publications.
    4. Receive and act upon grievances related to the publications from any member of the committee.
    5. Serve as a review board on questions relating to editorial policy and content.
    6. Conduct dismissal proceedings of editors.
- f. General Education Committee
- i. One student appointed by WCSA.
  - ii. Contact: Tatiana Nazarenko, [tnazarenko@westmont.edu](mailto:tnazarenko@westmont.edu).
  - iii. *Membership:* Dean of Educational Effectiveness, Director of the Library, 3 tenured faculty, and Registrar.
  - iv. *Responsibilities:*
    1. Observe the implementation of the general education program of the college.
    2. Review and approve new course proposals to ensure that they adhere to the general education criteria approved by the faculty.
    3. Facilitate communication between students and GE committee about the general education program, as well as course content and methodology of courses previously approved as fulfilling general education criteria.
    4. Conduct periodic syllabus review.
    5. To recommend a change in the general education program to the Academic Senate, with proposals that would significantly alter any general education requirement being forwarded to the full faculty for action.
- g. Athletic Committee
- i. One student appointed by WCSA.
  - ii. Contact: David O'Dell, [dodell@westmont.edu](mailto:dodell@westmont.edu), Athletic Director

- iii. *Membership:* Provost, VP of Student Life and Dean of Students, Faculty Athletic Representative, Athletic Director, Women's Athletic Coordinator, two faculty members.
  - iv. *Responsibilities:*
    1. To attend monthly Athletic Committee meetings (frequency may vary)
    2. To establish guidelines regarding scheduling.
    3. Advise the Athletic Director and Provost concerning participation in post-season tournaments.
    4. Establish and periodically review eligibility regulations for Westmont athletes.
    5. Evaluate existing intercollegiate athletic programs and recommend additions or deletions.
    6. Determine membership in athletic associations.
    7. To advise when necessary the Athletic Director in the preparation of budget requests.
    8. Review reports presented by the Faculty Athletic Representative.
    9. To assist in the recruitment and hiring of any full-time coaching staff.
- h. Student Life Committee
- i. Two WCSA members selected in conjunction with the VP for Student Life.
  - ii. Contact: Vice President for Student Life, Edee Schulze
  - iii. *Membership:* Provost, VP for Student Life, two student life staff members & 3 faculty members.
  - iv. *Responsibilities:*
    1. Review all student life programs and plans.
    2. Review student life expectations policies and disciplinary procedures.
    3. Consult with and advise the VP of Student Life concerning student life matters.
    4. Approve policies that provide adequate services for student's health, safety, and personal growth.
    5. Establish communications with the students and approve policies for student appeal of any perceived injustices.
- i. Admissions and Retention Committee
- i. Two students, one man, and one woman, appointed by WCSA.
  - ii. Contact: Irene Neller, [ineller@westmont.edu](mailto:ineller@westmont.edu), VP for Enrollment, Marketing, and Communication
  - iii. *Membership:* Vice President Enrollment, Marketing, and Communication, Registrar, Associate Director of Admissions, Director of Academic Advising and Disability Services, and 3 faculty.
  - iv. *Responsibilities:*
    1. To review annually and approve policies relative to admissions consistent with the character and objectives of the institution.

2. To serve as a board of interview for applicants when necessary.
  3. To review and render decisions on applicants who do not meet the established criteria for admission.
  4. To review and interview, if requested, applications from students not admitted and are requesting an appeal of the decision.
  5. To review and interview, if requested, students who have been placed on academic suspension and are requesting an appeal of the decision.
  6. To communicate with Academic Senate regarding the curricular interests of students.
  7. To communicate and work with the Diversity Committee on matters relating to diversity, admissions, and retention.
- j. Dining Commons Food Team
- i. One student representative from WCSA serves on this committee.
  - ii. Contact: Theresa Taylor, [theresa.taylor@sodexo.com](mailto:theresa.taylor@sodexo.com), Unit Marketing Coordinator for Westmont Dining Services by Sodexo. Bill Groeneveld, [bgroenev@westmont.edu](mailto:bgroenev@westmont.edu), Associate Director of Procurement and Contracts.
  - iii. *Responsibilities*
    1. Attend a monthly gathering to discuss issues specifically related to the campus dining experience.
- k. Clubs Council
- i. Two student representatives from WCSA serve on this committee - the WCSA Business Manager and another council member.
  - ii. Contact: Danny Clapp, [dclapp@westmont.edu](mailto:dclapp@westmont.edu), Associate Director of Campus Life or [clubs@wesmtont.edu](mailto:clubs@wesmtont.edu)
  - iii. *Responsibilities:*
    1. In conjunction with WCSA and WAC, the Clubs Council helps govern, manage, and determine funding allocations for the Westmont clubs program.
    2. To review and vote on club applications each semester
    3. To participate in the club funding and budgeting process each semester
    4. To review club policies and procedures each semester
    5. To support existing clubs